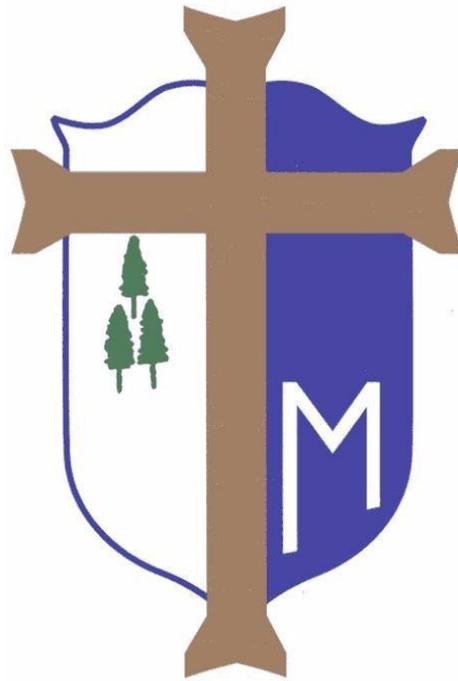


# **Saint Mary's Catholic School**



## **Student and Parent Handbook 2017-2018**

Revised August 2017

*St. Mary's Catholic School...*

*Providing Catholic Education in a Christian environment since 1948.*

# Revised August 2017

The provisions and information set forth in this handbook are intended to be for informational purposes, site-based policies, and administrative regulations. This handbook is not considered as a substitute for state/federal law or Diocesan policy. Federal law, state law, and Diocesan policy shall prevail in the event of any conflict between them and the provisions of this document. St. Mary's School reserves the right to amend, alter, change, delete, or modify any provisions in this handbook at any time.

St. Mary's School does not discriminate on the basis of race, color, national origin, sex, or serviceable disability in providing employment, academic services, activities, and programs in accordance with Title VI of the Civil Rights Acts of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The following persons have been designated to coordinate compliance with these requirements.

Amy Blalock  
Principal, St. Mary's Catholic School

Reverend Daniel P. Dower  
Pastor, St. Mary's Catholic Church

**St. Mary's Catholic School**  
**Student and Parent Handbook**  
**2017-2018**

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*Welcome to*  
**St. Mary's Catholic School**

405 Hollybrook Drive  
Longview, TX 75605  
(903) 753-1657  
Fax (903) 758-7347  
[www.stmaryslgv.com](http://www.stmaryslgv.com)

Dear Parents and Students:

Welcome to the 2017-2018 school year, our school's sixty-ninth. In 1948, the dream of educating children through the lens of the Catholic faith began at St. Anthony's Parish. Since then, the reality of that dream included an expansion in 1969 to the existing location on Hollybrook Drive, and in 1987 the addition of an Early Learning Center. The high school began in 2011. We were proud to have our first graduating class in May, 2015.

We appreciate the opportunity to work as partners with you as parents, the primary educators, for the academic, spiritual, and moral growth of your child. If at any time you have any questions, please feel free to contact the school office. We are delighted to have you as members of our school family.

The school recognizes the need for order and discipline in the formation of responsible Christians; therefore, policies and rules have been established to create an atmosphere of respect for all members of the SMS community.

This handbook offers information about the operation, rules and procedures of St. Mary's Catholic School. Students and parents sign an acknowledgment form at registration that states they have received the handbook and will read it and follow the rules and policies.

A high value is placed on self-direction, personal responsibility and self-discipline as a means for developing the self. All members of the St. Mary's Catholic School community are expected to reflect the ideals and standards of the school, both on and off campus.

Also, please keep in mind that this is a living document. The school reserves the right to change content, procedures and policies in order to better serve the needs of our community.

May God bless you,

The Faculty and Staff  
St. Mary's Catholic School

## **Business Information**

### Daily School Hours

Escort by Teacher to Classroom from Parish Center (EC - 4<sup>th</sup> Grades)  
or Gym (5<sup>th</sup> - 12<sup>th</sup> Grades) at 7:50 am

Tardy Bell 8:00am

School Day 8:00am – 3:30pm

**\*Please do not pick up your child between 3:15 pm and 3:30 pm**

### Early Morning Care

7:15am in Parish Center for EC-4rd grades

7:15am in the Gym for 5th-12th grades

### After School Care

Extended Day EC Care - 12:00 noon until 3:30pm

After School Care EC - 8th - 3:30 until 6:00pm

No After School Care for High School Students

### School Mass

Tuesdays and Holy Days of Obligation 8:00am

*(Attendance taken in Church. School office closed for Liturgy)*

other dates and times as announced

## **Important Phone Numbers & Email Addresses**

School Office - (903)753-1657

*Amy Blalock, Principal ext. 117 [aallen@stmaryslgv.org](mailto:aallen@stmaryslgv.org)*

*Laurie Kubicek, Director of Instructional Support ext. 115*

[lkubicek@stmaryslgv.org](mailto:lkubicek@stmaryslgv.org)

*Emma Cox, Finance Associate ext. 305 [emmacox@stmaryslgv.org](mailto:emmacox@stmaryslgv.org)*

*Janet Collard, Administrative Assistant ext. 125 [jcollard@stmaryslgv.org](mailto:jcollard@stmaryslgv.org)*

*Barbara Barton, Director of Student Life ext. 118 [bbarton@stmaryslgv.org](mailto:bbarton@stmaryslgv.org)*

*Melinda Dunn, Registrar ext. 116 [mdunn@stmaryslgv.org](mailto:mdunn@stmaryslgv.org)*

*School website [www.stmaryslgv.com](http://www.stmaryslgv.com)*

School Fax - (903)758-7347

Church Office - (903)757-5855

After School Care Cell Phone - (903) 331-9933

## **ST. MARY'S CATHOLIC SCHOOL MISSION STATEMENT**

**St. Mary's Catholic School is committed to partnering with families in forming children to be disciples of Jesus who actively participate in the Kingdom of God, by forming faith, scholarship, leadership, and service.**

### **SCHOOL MOTTO**

Do all things for the Glory of God

### **SCHOOL COLORS**

Royal Blue and White

### **SCHOOL MASCOT**

Knights

### **ACCREDITATION**

Texas Catholic Conference Education Department (TCCED), renewed May 2015  
Southern Association of Colleges and Schools (SACS), 2015

### **MEMBER**

The National Catholic Education Association  
Region VII Educational Support Center  
Christian School Athletic Conference  
National Association of Secondary School Principals  
Texas Association of Private and Parochial Schools

### **PURPOSE OF THIS HANDBOOK**

In order for any community to function well, certain policies and rules are necessary and essential. This handbook contains those policies and rules for our school community. Please read them carefully. Questions should be directed to the appropriate person. School rules are necessary to promote a safe learning environment, help the school run efficiently and to protect the rights of all students. Every rule has a reason for being and should be followed consistently. Students are accountable for their behavior during the school day and while attending or participating in all school activities. A Knight should represent our mission and motto even off campus. Behaviors unacceptable of a Knight in any circumstance may be subject to rules of the handbook. Each of us, individually and collectively, has a responsibility to create an atmosphere of respect on and off campus. Rules are part of life and practicing observance of school rules as students will prepare students for being respectful of rules as adults.

### **AMENDMENTS TO THE STUDENT-PARENT HANDBOOK**

The school reserves the right to amend this Student-Parent Handbook during the school year if needed. The school will notify families via e-mail of any amendments.

## **GOALS**

St. Mary's students will be educated in the following areas. Experiences will be selected to direct the child's learning towards the following objectives:

### **Faith Formation**

- Grow in knowledge and appreciation of spiritual values
- Gain a sense of values and a capacity for right judgement

### **Scholarship**

- Develop intellectual skills such as critical thinking, problem solving, and open minded understanding
- Develop each student's individual academic potential

### **Leadership**

- Learn wise use of leisure time
- Discover and develop imagination, originality, and creative abilities
- Practice the principles of democratic living
- Learn to work with others

### **Service**

- Give witness to the faith by putting Love into action
- Form a social conscience with a zeal for the common good

## **Parents as Partners – The Parent’s Role in Education**

We believe that God entrusts parents as the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life - physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Mary’s Catholic School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

The strongest teacher is a good example. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school cannot become well rooted in the child unless these are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

As models for our children, we strive to be living examples of character and virtue. At St. Mary’s Catholic School, we incorporate character education, rooted in the teachings of Christ, into all areas of our daily curriculum. We recognize that consistency and prayer are necessary in forming virtue, the foundational habits of a good life. Because we feel this is such an important mission for us and for our children, we fully support parish and community efforts at character building.

Once you have chosen to enter into partnership with St. Mary’s Catholic School, we trust you will be loyal to this commitment. We ask that you respect our smoke-free environment on campus and on school sponsored field trips. During formative years your child needs constant support from both parents and faculty in order to enhance his/her moral, intellectual, social, cultural and physical development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never lead to positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is ever an incident at school, you as parents should make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be held accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absences.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## Parents as Partners

As parents in the educational process at St. Mary's Catholic School, we ask parents:

**To** set rules, times, and limits so that your child:

Gets to bed early on school nights.

Arrives at school on time and is picked up on time at the end of the day.

Is dressed according to the school dress code.

Completes class assignments on time.

Has lunch money/account credit or sack lunch every day. Has all needed materials and is prepared to learn.

**To** actively participate in school activities such as Parent-Teacher Conferences, Home & School meetings and activities, and fund-raising.

**To** see that the student pays for damage to school books or property due to carelessness or neglect.

**To** notify the office if the child will be absent from school.

**To** notify the school with a note when the student returns to school after being absent or tardy.

**To** notify the school office about changes in address or important phone contact numbers.

**To** meet all financial obligations to the school, in a timely and responsible manner.

**To** inform the school of any special situation regarding the student's well-being, safety, and health.

**To** promptly complete and return to school any requested information.

**To** read school notes and check the school page on the website ([www.stmaryslgv.com](http://www.stmaryslgv.com)) for updated information on a regular basis and to show interest in the student's total education.

**To** support the religious and educational goals of the school.

**To** support and cooperate with the discipline policy of the school.

**To** treat teachers and staff with respect and courtesy when discussing student problems.

**To** treat other students and families with respect and courtesy.

**To** be prudent in regards to absenteeism and tardiness.

**This partnership is mandatory for your child's success. Failure to maintain a working partnership may result in a breach of contract on your part.**

## PARENT RESPONSIBILITIES

### Tuition and Fees

The St. Mary's Catholic School current tuition and fee schedule is available by contacting the school office or via the website, [www.stmaryslgv.com](http://www.stmaryslgv.com)

Registration fees are NON-REFUNDABLE unless the child is not accepted for admission. Registration fees must accompany the registration forms. To qualify for the Catholic parish discount in tuition rates, Catholic families must be registered, practicing their faith and supporting their parish. Additional information on registration, tuition amounts, and possible tuition financial assistance is available through the school office (903-753-1657 ext. 125).

A tuition contract is signed by each family at August registration. This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees.

Tuition fees are due on the FIRST of each month and overdue after the FIFTH day of the month. **Late fees** will be assessed and **penalty charges** will occur for all insufficient debits or checks with insufficient funds. Tuition covers only a portion of the cost of education each student. Additional school funds are generated from fund raising activities, parish tuition assistance and donations.

It is the responsibility of the St. Mary's School Board with the assistance of the School Finance Committee to set annual tuition and fees. The annual tuition does not completely cover the true cost of educating a student at St. Mary's Catholic School. Parents may choose one of several methods for paying tuition: **(1)** in full at August registration; **(2)** semester payments (at August registration and by January 5<sup>th</sup>); or **(3)** ten (10) monthly payments (August registration, then September through May). All ten (10) monthly payments are due the 1<sup>st</sup> of the month; **(4)** Automatic payment plan – tuition and fees drafted out of a bank account on the 5<sup>th</sup> of each month.

Payments received after the 5<sup>th</sup> of the month will be assessed a \$25.00 late fee. There will be a \$35.00 fee for all returned checks. Questions regarding tuition payment should be directed to the St. Mary's School Business Office at (903) 753-1657, ext. 502. All families are required to fulfill the entire year's contract.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following: **(1)** a school family will not be allowed to use After School Care or After School Enrichment if a tuition payment is thirty (30) days past due; **(2)** a student will not be permitted to attend class if a tuition payment is sixty (60) days past due; **(3)** no student will be admitted to school in August – no transcripts, report cards, or diplomas issued – until current and previous financial obligations have been met and all registration fees for the school year have been paid; **(4)** no transcripts, report cards, or diplomas will be issued until all library fines, lost or damaged textbooks charges, restitution for damages to school property, cafeteria charges, graduation fees, tuition or administrative fees have been paid in full. Other expenses and fees which parents may expect to bear are as follows: class activity fees, party fee, graduation fees, 5<sup>th</sup> – 12<sup>th</sup> art fees, band instrument rental fees (if applicable), 4<sup>th</sup> grade recorder/book costs, EC/K semester snack fees, monthly enrichment fees, uniform costs, PE uniforms, lost or damaged textbook, school material or athletic equipment charges.

## Technology Fee

Grades 7<sup>th</sup> - 12<sup>th</sup> are charged a technology fee of \$175.00. This fee is for services such as instruction, tech support, Microsoft Office, internet use, various software programs, and hardware. The laptop they are issued are the property of the school and are expected to be treated as such. Please see the Technology Handbook for care instructions.

If the laptop is still under warranty SMS will repair minor damages. If not, IT will give a quote for any repairs needed and give to the student.

## Cafeteria

St. Mary's School uses a computerized debit system that allows you to pay in advance for meals and/or a la carte foods (juice, drinks, milk, ice cream, snacks, etc.) if you choose to do so. Students are able to pay cash on a daily basis. Please note that if you pay on a daily basis, you will not be given a lunch without pay.

If you prepay either in the office or via the website, money will be deducted from an account when the student uses the account to purchase meals and a la carte items. There is no limit on the amount of money that can be deposited into a debit account. When account balances fall below \$10.00, the cashier will remind the family via email. To make an advanced payment, submit an electronic payment using a credit/debit card on the website or send a check, properly labeled, to the school office. If balance becomes -\$10.00, he/she will be given a sandwich at a cost of \$.50 with water to drink.

## Fund-raising Obligation

In order to keep tuition cost at a minimum, we require that every school family raise funds through Wunderfall Oktoberfest, our major fund-raiser and a Spring raffle. The required amount of **\$150.00 per family** for Wunderfall and **\$350.00** per family for the Spring Gala for EC-8<sup>th</sup> grades is nominal and families are encouraged to support these fundraisers by raising as much over this amount as possible. This may be done by selling raffle tickets or making a donation to the school fund-raising account. Any families that have not achieved their Wunderfall fund-raising obligation may choose to pay the balance of fund-raising owed in full or have the balance added to the monthly tuition (divided into two payments) on the December and January tuition statements. Any families that have not achieved their spring raffle fund-raising obligation may choose to pay the balance of fund-raising owed in full or have the balance added to the monthly tuition on the May tuition statements.

**Please note:** Families with High School students are required to sell an additional \$150.00. The maximum per family is \$650.00. **The additional \$150.00 is split between Wunderfall and the Gala.**

## Required Adult and Student Service Hours

Each **K-12<sup>th</sup>** family is required to complete **twenty five (25) adult service hours**. A minimum of five (5) of those hours must be served with qualified Wunderfall activities. The remaining hours may be met through any of the other suggested volunteer areas. Each family will pay as a Tuition Obligation the sum of \$20.00 for each service hour not completed during a school year. High School students will serve **ten (10) hours per semester** *in addition to* the adult service hour family commitment. Middle school students (7<sup>th</sup>-8<sup>th</sup>) will serve ten (10) hours per year. Five (5) of these hours for 7<sup>th</sup> – 8<sup>th</sup> grade **MUST be attained from Safety Patrol. All service hours not entered by the Monday after the Spring Gala will be added to the May tuition statement at \$20.00 per hour for those not served or not recorded. The office staff reserves the right to verify hours entered with the project coordinator, teacher, or committee head in charge of the activity.** It is the responsibility of the family to keep record of all hours served and record these service hours in the school

office. Committee chairs or activity coordinators should not be expected to be responsible for turning in your family service hours. ***These service hour fees must be paid with the May tuition or a late fee will be added. These fees may be reimbursed if the billed hours have been completed by the last day of school.***

Families receiving tuition assistance through My Fair Share are required to complete an additional 25 adult service hours. This is a total of 50 adult service hours. Hours not completed will be billed on the May tuition statement at \$20 an hour.

## **Helping Our School – Helping Our Kids: Service Opportunities** **(Ethics and Integrity training required for most positions)**

Substituting for After School Program from 3:30 – 6:00PM (Ethics Training required) Assisting in Library

(Anytime (prearranged) during school hours or after school for Book Fair)

- Re-shelving books and organizing shelves repairing books (work at home)
- Doing inventory
- Processing new/donated books
- Check-out books to students and help keep library open for school family use helping with Book Fairs

Assisting in the Cafeteria (Normally 10:30AM - 1:00PM)

- Preparing/Serving Food
- Scanning lunch charges on cafeteria computer (must receive special training) Cleaning
- Monitoring lunchroom and/or playground/recess (Lunch Duty)
- Organizing or assisting with special lunch events for classes or the entire school

Assisting Office Staff (Anytime during school day) Answering phones

- Helping with basic computer work helping prepare for school-wide event

Assisting Teachers/Classroom Aides (During school hours or at home depending on assignment) Serving as class room parent or assistant to organize volunteers

- Help with field days and special school events
- Baking/Bringing refreshments for classroom parties or school events sharing a hobby or arts/crafts project with classes, After School Enrichment Coaching/Working concessions for athletics
- Providing transportation/chaperone for field trips/athletic meets (Ethics Training required) Substituting partial/full day for teacher (Ethics Training required)
- Sharing a musical talent with a class Reading to a class or with a student assisting with special projects and clean up
- Preparing for classroom activity - cutting out, assembling, etc. at home Planning or decorating bulletin boards
- Recording books or textbooks on tape

## Assisting with Beautification/School Maintenance

Maintaining/Mowing/Cleaning grounds & flower beds

Cleaning/Decorating classrooms and hallways

Participating in Saturday campus work day once a month to do projects planned

Volunteering for projects involving general upkeep of the school buildings

Coordinating or Assisting with Special Events and Fundraisers

Chairing an event (Wunderfall, Trunk or Treat, Stampede, Spring Gala, etc.) Co-

chairing an event (find a partner, you don't have to do it alone!)

Chairing or Serving on a committee for an event

(Silent Auctions, Casino, Food, Underwriting, Publicity, Volunteers, Manners Meal,

Raffle Ticket Sales, etc.)

Serving as a Home & School officer

Coordinating a fundraiser

(Bake Sale, Flower Sales, Concessions at an event, etc.)

*Don't know how you can help with an event? Come to a Home & School Association meeting and find out where your talents and gifts can best be put to work for your kids and school.*

## Change of Address and Phone Numbers

The school office should be notified immediately concerning a change of address, phone numbers, or other vital information needed in case of an unexpected emergency. This is necessary so that we can care adequately for your child should an emergency arise, and so that we are able to communicate effectively with you concerning school information.

## Communicable Diseases

As members of the St. Mary's community, we have a responsibility to protect our children from illness as far as possible. Parents of students with a communicable or contagious disease (including but not limited to chicken pox, measles, lice, pink eye, impetigo, and scabies, etc.) have a responsibility to phone the school so that other students who have been exposed to the disease can be alerted. Students with contagious diseases are not allowed to come to school while they are contagious and are not allowed to return to school without a doctor's release.

A student may not remain at school with a fever, diarrhea, or while vomiting. **A child must not return to school unless he/she has been free of symptoms and fever for 24 hours.** If an illness requires an antibiotic, the child **should receive the medication 24 hours before returning to school.** Please adhere to this rule for the protection of all our children and staff. **You will be called to take your child home if they return to school before the 24 hour period expires.**

## Communication

The lunch menu, athletic information, and memos from the principal along with any additional notices necessary are posted on the school's website ([www.stmaryslgv.com](http://www.stmaryslgv.com)). Communication may also come electronically, especially for emergency communication such as school closing due to weather, via text or email. Tuition statements will be emailed at the end of the month for the following month. Payments may be made at the school office, in the bookkeeper's office, on the website or by bank account ACH debit (paperwork is available in the office). In addition, information concerning the school can be found in flyers, in your child's agenda, in church bulletins, through Home and School meetings, by calling the school office, and on the

Parish website ([www.stmaryslgv.com](http://www.stmaryslgv.com)). Updates will be made through the Headmaster Program. Ask your child about any special notices and communications on a daily basis, and refer to the school page frequently for updated or new information. Upper School students will also have email accounts and will receive communications from teachers and administration.

## **Time and Talent**

In the document *To Teach as Jesus Did*, the Catholic Bishops emphasized that one of the three interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. Historically, the Catholic Church has depended upon the generosity and goodwill of its members providing time, treasure, and talent to the achievement of its missions.

Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic education since the time when parishioners joined their efforts to establish the first Catholic schools in America. The tradition of involvement has been strong and each year grows stronger as more people become involved in more kinds of activities.

## **Volunteer Rights**

1. You have the right to be treated as a member of our school community, being made aware of rules and regulations, as well as safety procedures, while acting as a volunteer at St. Mary's Catholic School.
2. You have the right to be treated with respect due any adult staff member.
3. You have the right to worship with us.
4. You have a right to the tools and information necessary to perform assigned tasks.
5. You have the right to ask questions.

## **Volunteer Responsibilities**

1. The volunteer arrives on time, checks in at the office, wears a name tag, and performs the assigned tasks.
2. The volunteer respects and enforces the school rules, and works in a manner which keeps the safety, education, and rights of the students as a focus.
3. The volunteer is obligated to undergo Ethics and Integrity training as required by the Diocese of Tyler and any other school training necessary for the safety and well-being of all our students. Ethics and Integrity is a three hour Basic training that includes a Criminal Background Check to qualify for an Acceptance Certificate for Service (ACS) from the Diocese of Tyler. After three years a 1 ½ hour Re-certification class and a new Criminal Background Check is required to renew your ACS.
4. The volunteer remembers that the school exists for the benefit of the students, and treats all students the way Jesus would treat them, if He were the volunteer.
5. The volunteer asks for instructions and assistance, when needed.
6. The volunteer must sign in and out and receive a name tag at the school office.

## **Volunteer Confidentiality**

In the course of your volunteer work at St. Mary's, you may hear or see confidential information about students or teachers. As a member of the Christian community here at St. Mary's, you have a responsibility to keep this information confidential in any setting inside or

outside the school. At the same time, volunteers must understand that there are also times when student confidences cannot be kept. For example, if a student confides a desire to commit suicide to a volunteer, that confidence must be reported to a teacher, the principal, or to a priest, who bears the responsibility of communicating with the student's parents if appropriate. The guideline is: "Any information which, if shared with faculty or administrators, may save someone from harm, must be shared."

### **Volunteer Drivers**

Volunteer drivers must have a valid Acceptance Certificate for Service (ACS), a valid driver's license, and be 25 years or older to drive students on any school field trips or activities. Additional reminders of information you received during Ethics and Integrity Training to remember as responsible chaperones and drivers:

1. No adult volunteer should ever be left to supervise children alone. Therefore, when driving children, two adults must be in the vehicle (at least one must have a valid ACS). The only exception to the 2 adult rule would be if the adults and children are traveling in a caravan situation. This would allow the Ethics trained adults to work together to ensure the safety of all.
2. You must follow all traffic laws, especially speed limits and all current safety restraints (check for current car seat requirements for smaller children).
3. Children are expected to comply with all school rules and regulations while traveling.
4. Drivers should not be using their cell phones to make or receive calls or text or read text messages while driving.
5. Only drivers transporting SMS students in addition to their own will receive credit for service hours as a driver.

### **Volunteer Training**

Volunteers are required to attend Ethics and Integrity Training. Volunteers will also have an orientation session scheduled at the beginning of the school year with a volunteer handbook made available. Additional training may be required for individual assignments and will be provided by the staff member in charge of that area.

### **Supervisor of Volunteers**

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school.

### **Visitors**

Anyone visiting the St. Mary's campus must sign in at the front office and receive a name tag. Visitors without an ACS will be escorted to his/her destination.

Former students or siblings visiting during school hours must have prior permission from the principal to be on campus and must be under supervision at all times.

Former students serving as volunteers must have permission from the principal to be on campus and must be under the direct supervision of an adult while on campus.

Non-enrolled students or children may not be in the classroom during instruction or assessment.

## **Admission and Enrollment Policies**

St. Mary's School was established to educate children in East Texas whose families are committed to Christian education and whose academic and behavioral need are serviceable in our environment. St. Mary's School admits qualified students of all races, colors, genders, nationalities, and ethnicities in administration of its educational policies and financial assistance.

### **Admissions and Enrollment Procedure:**

#### **1. Submit an Application for Admission including the following documentation:**

- Copy of birth certificate
- Copy of baptismal certificate (Catholics only)
- Copy of current immunization record
- Copy of medical insurance card
- Copy of most recent report card
- Copy of final report card from the previous school year
- Copy of most recent standardized test results
- Copy of testing for exceptional students service and Service Plan (gifted, learning disabilities, speech, etc.) \*not required for EC and Kindergarten
- Disclosure Form
- Copy of attendance records
- Copy of disciplinary records
- \$50 nonrefundable application fee
- Copy of divorce decree or custodial guardianship if applicable

Copy of disciplinary records. **NOTE:** Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If appropriate records are not available or if there are other educational concerns, the Principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate education placement before admission is granted.

#### **2. Admissions Steps Following Application**

- Documents will be reviewed
- Submit tax return for My Fair Share
- Appointment made for admissions interview
- Interview with Principal or other Administrator
- Placement exam or essay if needed following review of records
- Commitment letter from parish priest (Catholics only)
- Once officially accepted, registration fees and first month tuition to be paid

All students who are new to St. Mary's Catholic School or seeking re-admission are admitted on *Academic or Disciplinary Probation for four and one-half weeks*. Any serious violation of the Academic or Disciplinary Codes will be subject to an immediate review by the Administrative Team and the student may then receive an extension of the probationary period or dismissal. If a student is granted admission, and at a later date it

becomes known that information was inaccurate or withheld, the student will be subject to immediate dismissal and fees will not be refunded.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals, and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists, the student may be admitted on a probationary basis. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

Applications for the following school year are accepted beginning the first week of February. Interviews will be conducted during March and April. Parents and Students will be notified in writing by May 1<sup>st</sup> regarding admission. Late applications will be processed according to availability. We offer rolling admission throughout the year as openings are available.

### **ADMISSION OF SPECIAL NEEDS STUDENTS**

Students with moderate special needs shall be given the same consideration as all applicants. We are not suited to educate students with severe and profound difficulties. Prior to admitting a student with diagnosed special needs, St. Mary's School shall make a determination as to whether or not it feels it can provide an appropriate education for that child. Each child will be considered on an individual basis. St. Mary's will consider:

- The severity and degree of the disability;
- The level of support needed from special services and any special equipment the student may require;
- The number of students with disabilities currently enrolled in an assigned class;
- The school's resources, such as available support personnel, class size, and accessibility of school facilities;
- The accommodations, if any are necessary, and the school's ability to meet those accommodations;
- The child's individualized education plan (IEP) if one exists, and the school's ability to meet the IEP or response to intervention (RtI).

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

### **ADMISSIONS FOR RE-REGISTRATION PROCESS OF RETURNING STUDENTS:**

Students who are enrolled for the current year may be re-registered for the next school year by:

Parents returning the mid-January intent form, stating their desire to re-enroll. If this form is not returned to the school office by FEBRUARY 1<sup>st</sup>, the student may be removed from the class list for the next school year. **Registration fees must be paid to ensure enrollment.**

After review of current year's tuition contract compliance, student's academic progress and compliance with all school rules and regulations outlined in the Student-Parent Handbook, a contract for the next school year may be offered, provided that all current contract obligations have been met. Review to include: current tuition payments, fund-raising obligation, participation in parish and school life, and current service hours recorded, and report card. **The registration fee is non-refundable and due with Letter of Intent.**

## **CIRCUMSTANCES THAT REQUIRE FURTHER REVIEW:**

The Administration will make appropriate recommendations and determinations concerning a student's continued enrollment at St. Mary's School using criteria that is consistent with Gospel values and church teachings.

- Students demonstrating an inability to progress satisfactorily due to physical, emotional, or mental disability, students who are pregnant, students who express an openness about a same sex attraction, and any situation or circumstance deemed necessary by the Principal.
- Failure to meet conditions of My Fair Share agreement.

## **DUE PROCESS FOR ADMISSIONS**

Students are given due process in all admission decisions. This includes an 18 week probationary period for both parties regardless of academic or disciplinary probation. Appeals should be made to the Principal. The Principal, in dialogue with the pastor, is the final authority in all admissions decisions.

## **Registration, Tuition, and Fees**

*Pre-registration* for students currently in St. Mary's Catholic School and prospective new students begins during Catholic Schools Week of each year (beginning the last Sunday in January) and continues until General Registration in August takes place. As an incentive to make a commitment for more efficient fall planning, the registration fees are lowest before May 1<sup>st</sup>, with increases in May. See Fee Schedule for details. **For new students, registration fees must accompany completed registration forms.**

*General Registration* for the entire school is held during the first or second full week in August and continues until school begins. The School Office will notify each family of the specific dates of registration. At this time any unpaid registration fees, additional school fees, and the first month's tuition is due. Tuition and fees for the remainder of the school year can be paid monthly for 9 additional months, paid in two payments (one at August registration and one payment at the beginning of January), or one complete payment for the entire school year at registration.

To reiterate what is already stated on the tuition contract and under the previous section entitled "Tuition and Fees", a tuition contract is signed by each family at August registration. This is an annual contract that binds the signee to payment to the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees. Since the contract is for the entire school year, it must be paid in full regardless of early withdrawal within the contracted school year.

## **Student Records**

St. Mary's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

## **LOWER SCHOOL CURRICULUM**

## **Religion**

Religious instruction in the Christian faith, as lived out in the Catholic tradition, forms the basis for the total development of the student. All students are required to participate in all regular church services during school time. The Religion curriculum from the Diocese of Tyler, “Handing on the Faith”, in conjunction with the 16 goals forms the nucleus of Religious instruction. Liturgical Services are held weekly and on Holy Days for the entire student body and staff. Parents and family are welcome.

## **Sacramental Formation**

Parents with children who are ready to begin celebration of the Sacraments should petition with their child to their parish. Sacramental formation consists of two parts: ongoing systematic catechesis based on the 16 goals and focused formation workshops on the particular Sacraments. The religion curriculum for St. Mary’s Catholic School is based on the 16 goals curriculum and will help parents fulfill that requirement. The school also works closely with St. Mary’s Parish to provide appropriate workshops for parents and children in formation for the Sacraments once a month.

Parents with children ready to begin formation for Reconciliation should submit the petition to the school office to let them know their child is beginning formal formation of Reconciliation and then Confirmation/First Eucharist. Parents of children who are already receiving Communion, but have not yet been Confirmed, should determine when in the next two (2) years would be best for their family and for their child to celebrate Confirmation, then petition about a year before to begin formation.

## **Mass and Prayer**

The most important aspect of a child’s development is spiritual. St. Mary’s expects all families to attend weekend worship services in the church of their choice. In addition, all St. Mary’s students attend Mass (weather permitting) on Tuesdays and on Holy Days of Obligation. Prayer is a daily part of our morning routine for all classes, usually over the school intercom, in addition to classroom and other special prayer opportunities.

## **Language Arts**

Reading skills form the basic literary and critical tools for gaining knowledge and understanding in all subject areas, including the spiritual and the academic experiences of life. Emphasis is placed on Language Arts as a foundation for all learning, with remediation and enrichment opportunities provided as determined to be beneficial to the child.

## **Mathematics**

The math program is designed to help each student learn the basic mathematical structures, language, and principles in order to develop skill in computation, to use vocabulary and symbols in reading and interpreting data, and to measure and solve problems. A full year in Algebra I for High School is offered in Eighth Grade to students who qualify for this academically challenging course.

## **Math Placement**

**6<sup>th</sup> grade students:** At the end of the year, students will take the IOWA Algebra Aptitude Test to determine readiness for Algebra. (1) Students performing at a Stanine of 5 or higher will be promoted directly to Pre-Algebra class. (2) Students performing at a lower level

should expect to be placed in the grade level Math class. (3) A committee consisting of 6<sup>th</sup> – 8<sup>th</sup> grade level math teachers, the testing coordinator, and the principal will meet to recommend placement of students undetermined by the test. For example, a student whose test results are incompatible with the usual success in math, or whose work ethic may indicate that a different placement would be more appropriate, may need to be evaluated by the committee. (4) If parents disagree with the placement indicated, they will be directed to contact the testing coordinator (Laurie Kubicek). The testing coordinator and principal will determine the best course of action: retesting, summer tutoring, etc.

### **Physical Education/Health**

The Physical fitness program provides students with the opportunity to exercise and acquire lifelong skills to maintain a healthy body and attitude. The program includes competitive athletics (grades 6-12), as well as beginning competitive relays in grades 3-6. Health classes are also included in the physical education program.

### **Spanish I**

The purpose of the Spanish program is to familiarize students with a basic knowledge of Spanish vocabulary, grammar, and conversational skills.

### **Social Studies**

This program is designed to develop the knowledge, understanding, skills, and attitudes necessary for becoming good citizens.

### **Science**

The purpose of the Science is to promote a genuine interest in all facets of Science education and to provide skills necessary to achieve scientific literacy appropriate to grade level.

### **Fine Arts**

The purpose of the Fine Arts program is to provide students with the opportunity to experience and appreciate the fine arts and to develop basic skills in music (dance, choir, recorders, and band), drama, and art.

### **Computer Literacy**

Computers are utilized in the classroom and lab setting as tools to enrich the curriculum in the classroom. Keyboarding skills, ethical use of technology and the internet, and general computer skills are taught, with a goal of integration of those skills into the learning process of the student.

### **Co-curricular Activities**

A number of opportunities for enrichment and reinforcement of skills and knowledge are integrated into our curriculum. These include contests, bees, tournaments, and organizations intended to allow students to excel academically as well as in leadership roles.

### **Guidance**

Our teachers are interested in the physical, academic, spiritual, and emotional well-being of our children. We have a moral obligation to work as partners with the parents to guide the students to be healthy, productive citizens of our community and world. The more the teacher

knows about the environment of each child, the better he/she is able to guide him/her through these important years of development. For this reason parents are encouraged to consult with the teachers and principal when there are problems at home which could result in a child's experiencing some emotional or physical difficulties.

## ACADEMIC STANDARDS

### Standardized Testing

One aspect of the education at St. Mary's School is academic. We follow state and diocesan curriculum guidelines, with standardized testing being one of several means of assessing pupil performance. Standardized tests (IOWA Test of Basic Skills) are administered each spring during the designated testing week to the required grades. The results of these tests are analyzed in order to continue to develop the academic excellence for which we strive. In addition, benchmark tests are administered to assess the student's academic needs and evaluate their progress. An assessment of religious education (ACRE) is given to all students in the required grades each year. This test gives an evaluation of scriptural, social, and moral growth of the student body over a period of years.

### Grade Accountability

As partners with the parents, we wish to communicate the academic and social progress made by the children in a period of time. Therefore, report cards are distributed every nine (9) weeks. In addition, grades may be assessed every Monday via the Headmaster Program. See school for details.

#### Grades 1 – 6

- A 90-100
- B 80-89
- C 70-79
- F Below 70

#### EC and Kindergarten

- S – Satisfactory
- N – Needs more time
- U – Unsatisfactory

#### Other Codes

- E Excellent
- S Satisfactory

- N – Needs more time & help
- U – Unsatisfactory

### Progress/Evaluation/Conferences

Two Parent/Teacher/Student Conferences are held each year. School is not in session during conference days. Please watch for information regarding these scheduled conferences. Parents who see problems developing should contact the teacher immediately. A note can be sent or a call to the office would get a message to the teacher to return the call. Teachers will contact parents should any problems be noted, including changes in the student's attitude and behavior, as well as academic variance.

The faculty of St. Mary's is dedicated to the task of developing students' character, as well as helping the student to grow scholastically, physically, emotionally, and spiritually. It is essential that the parents and teachers form a united bond in the educational process. Parents will be informed by telephone, notes, conferences, progress reports, and work sent home of the student's progress. It is our responsibility as teachers and parents to work together as a

team to provide the **best possible education for the students.**

### **Special Needs – Testing**

St. Mary's does not offer a special education program. We do, however, have a Response to Intervention (RTI) that will make every effort to accommodate or modify for identified special needs. It is important that parents are forthcoming in the Disclosure Form included in the registration packet to help us meet your student's needs. Modifications will be reviewed on a semester basis or as needed to insure adequate progress. If potential special needs are identified while at St. Mary's School, the RTI will help in referring you to your local school district, a private diagnostician, or school staff for assessment. A parent who feels a child may have special needs can contact Longview Independent School District (LISD) who serves as our LEA for information regarding further testing.

### **Grading Policy for 2017-2018**

*Based on discussion from 06/11 grade Committee meeting, St. Mary's Catholic School began using the following as criteria for assessment:*

It is expected that 70% of students will attain 80% mastery on any given skill in order for the class to move to another skill. If this mastery is not achieved the teacher will reteach, enrich and enhance until the learning expectation is met. Students that are not achieving success will be offered independent or group tutorial to achieve mastery. Parents may be asked to reinforce skills at home in order to promote success.

*In order to provide a fair and consistent assessment of mastery, all classes (grades 1-12) will comply with the following:*

- A minimum of 2 daily grades will be recorded weekly for each subject area.
- A minimum of 1 test grade will be recorded every three weeks.
- All core content areas will receive a numeric grade during each reporting period with the exception of Religion, Science, Social Studies (1-2).
- Papers with no heading will result in a deduction of 5 points campus-wide.
- Late work will only be accepted at the discretion of the teacher. A minimum of 10 points per day will be deducted. No work will be accepted after 3 days.
- SMS does not allow for Extra Credit Work.

*Elective classes will be recorded as follows:*

Art and Music will be recorded for grades 1-3

#### **Number Grade:**

Art for grades 4-6

Instrumental music for grades 4-6

Vocal music grades 4-6

PE/Athletics grades 5-6

*Grades will be weighted as follows:*

EC – 3<sup>rd</sup> grade: All grades are weighted evenly

Grades 4-5:

Daily Grades 50%  
Test/Projects 50%

Grade 6:  
Daily Grades 40%  
Test/Projects 60%

## MIDDLE SCHOOL CURRICULUM

The middle school offers a comprehensive academic program in grades seven and eight. Core courses include, Theology, Language Arts, Math, Science, Social Studies, and Physical Education. This curriculum is enriched with courses in Spanish, Computers, Theatre, Choral or Instrumental Music, Art, Personal Finance, and Dance, all of which encourage the individual development of our students. After school students may choose Competitive Athletics, Archery, Dance, Musical Theatre, Pottery and many other offerings as time and resources allow. Students are also instructed in other important skill areas such as Social Development, Study Habits, Leadership Development, Library Usage, Technology and Organization.

### Middle School

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Religion 6	Religion 7	Religion 8
Language Arts 6	Language Arts 7	Language Arts 8
Mathematics 6	Pre-Algebra	Alg.I/Int.Alg.I-Geo.
Science 6	Science 7	Science 8
World History	Texas History	U.S. History
PE/Athletics	PE/Athletics	PE/Athletics
Fine Arts-Visual/Performing	Fine Arts-Visual/Performing	FA-Visual/Perform, Foreign Language Professional Comm.

## MIDDLE SCHOOL GRADE ADVANCEMENT

Students must pass all 5 core subjects to advance to the next grade level. Any courses with a final grade of 69 or below must remediate during the summer in order for the student to advance to the next grade level. Final grades are based on the average of two semesters.

## MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES

Students in the middle school are afforded the opportunity to participate in extracurricular academic, athletics and artistic activities throughout the school year. St. Mary's Catholic Middle School students may participate in state and local math and science competitions, local poetry and essay contests, school musical and the Academic Science and History Fairs.

Some trips are considered extracurricular. To participate in these, students must be in good academic, financial, and disciplinary standing.

### 7<sup>th</sup> – 12<sup>th</sup> Grades

Daily/Quizzes/Homework 40%  
Tests 60%

Semester Exams in core content areas count as 5% of the semester average.

## HIGH SCHOOL CURRICULUM

Although in the early stages, our high school curriculum is exemplary. All students will take the 5 core curriculum classes that include Math, Science, English, Religion, and History. They will also be offered a variety of electives to encourage exploration of many areas including the arts, physical competition, foreign language and communications.

## HIGH SCHOOL GRADUATION INFORMATION

St. Mary's offers a Distinguished Multi-disciplinary endorsement diploma. Students must complete all Christian Service hours before a diploma is awarded. These hours are earned under the direction of the Director of Student Life and must be recorded yearly with signatures from all parties served. The minimum requirement is 20 hours per year. Contact the Director of Student Life for forms and details.

<b>Areas of Study</b>	<b>Credits</b>	<b>Includes</b>
Theology**	4.0	1 credit per year in a Catholic School/Eng.
English Language Arts	4.0	English I, II, III; Advanced English course
Mathematics***	4.0	Alg.I, Geometry, Alg. II, Pre-Cal
Science	4.0	Biology, Chemistry, Physics, A&P
Social Studies	3.5	U.S. Hist, World Geo, U.S. Gov't. (1/2)
Economics	0.5	
Academic Elective	2.0	TAPPS Academics, Dual Credit Courses
Physical Education	1.0	
Languages other than English***	2.0	In same language
Speech***	0.5	
Electives*	4.5	
<b>TOTAL CREDITS</b>	<b>30</b>	

Freshman need to complete a minimum of 7.5 credits by the end of their 9<sup>th</sup> grade year.

Sophomores need to have a minimum of 15 credits by the end of their 10<sup>th</sup> grade year.

Juniors need to have a minimum of 22.5 credits by the end of their 11<sup>th</sup> grade year.

Seniors need to have a minimum of 30 credits by the end of their 12<sup>th</sup> grade year.

\*Graduation credits apply only towards classes taken in 9-12.

\*\*Transfer students will not be required to make up credits for Theology classes for years not in attendance at SMS.

\*\*\*Students taking high school credit courses in middle school may use these credits towards graduation requirements.

## HIGH SCHOOL COURSE SELECTION

Students should consider carefully the course of study they choose. The high school course selection is a predominant factor in college admissions. Parents are strongly encouraged to be

active in the course selection process. Final approval for a student's schedule rests with the Director of Instructional Support, Guidance Counselor, and the Principal after consultation with the student, teachers involved and parents. Students must be enrolled in eight courses each semester unless permission is given by the principal. The school reserves the right to withdraw a course offering if a sufficient number of students do not register for the course or if unexpected staff or enrollment changes occur.

## **HIGH SCHOOL SCHEDULING PROCESS**

Students and parents or guardians are able to make scheduling priority requests through the Director of Instructional Support each spring. English, Math, History, and Science placement is determined by current year teacher recommendations. All Honors courses require an additional minimum grade and conduct expectation, as well as an evaluation of standardized test scores. Dual Credit Courses require admission into Kilgore College or LeTourneau University through admission test, application and fees. Students will only receive Dual Credit upon passing the college level course.

Schedule changes will not be allowed mid-grading period for semester classes and at semester break for year-long classes.

## **HIGH SCHOOL GRADE ADVANCEMENT**

Students must pass all core subjects to advance to the next grade level. Students with a final grade of 69 or below in any core courses must remediate those classes during the summer in order for the student to advance to the next grade level. Final grades are an average of the two semester grades. Students who fail a course for the year must remediate the semester(s) failed.

***Parent conferences are scheduled once each year. Parents/guardians and students are strongly encouraged to attend these conferences. Grades are intended to inform students and parents of a child's mastery of the content. There will be no extra credit points given for nonacademic content, such as signatures, attendance, etc.***

## **ACADEMIC RESTRICTION/PROBATION**

St. Mary's Catholic School believes in the development of the whole person. Students who do not place emphasis on their academic studies, as evident through failure on their 9 week report cards, will be on academic restriction. This includes less than satisfactory conduct as well. Academic restriction consequences include, but are not limited to:

1. Students who are on academic restriction may not ride in school vehicles to competition or games, may not sit with the team during games or competition, and may not wear any part of the issued athletic uniform.
2. Students who are on academic restriction may not attend practices or participate in any extracurricular activities following the close of the school day.
3. Students who are on academic restriction are assigned to an academic study hall during the period of their ineligibility.
4. Students who are on academic restriction may attend field based study only if there is a grade that will be associated with the event. Attendance on recreational trips will not be allowed.
5. Eligibility for after school enrichment that does not include competition will be

determined by parent/principal/teacher/student contract.

\*\*Students cannot lose or regain eligibility at progress report time.

## **SEMESTER EXAMS**

Comprehensive assessments are required in all high school subjects. The semester exam grade counts 5% of the semester grade in high school (each nine-week grade counts 2/5). Semester exams are optional for elective classes in middle school grades but mandatory for core curriculum classes.

## **HOMEWORK**

Homework is a part of the school's curriculum and enriches the educational experience. Homework is an essential and graded component in a student's education. Homework can take many different forms, including, but not limited to, written work, exercises, review of notes, study time, reading material from books or other materials, or projects. Parents or siblings may help guide students in homework, but, fundamentally, homework is independent work; students should complete homework on their own. Students who spend excessive amounts of time in one subject area need to see the teacher or have their parents set up a teacher conference. Students may be given models of assigned homework and then given time in class to begin their homework assignments.

Homework will only be accepted up to two (2) days late with a penalty of 15 points per day. Some assignments are graded in class and therefore no make-up is allowed. A teacher may decide to drop up to two daily grades. Classes that meet every other day are still subject to daily late penalties. Students are responsible for turning in homework on their own time; waiting until the next class period will result in a 70 as the highest possible grade.

## **MISSED CLASS GUIDELINES**

A student must make up the work missed. Ultimately, it is the student's responsibility to see teachers about assignments. Homework assignments should be requested via teacher e-mail or checked on Headmaster, when possible.

1. Planned absences: A student is responsible for contacting his/her teachers in advance of his/her planned absence. A student must complete designated assignments according to the teacher's time line. A student who is absent is expected to be prepared on his/her return to class. Students must fill out a Permission for Extended Trips form and have approval from principal in order for work to be accepted.
2. Unplanned absences: A student who is absent is responsible for making arrangements to complete any work missed.

The due date shall be a minimum of one class day grace for each class day absent, not to exceed the restrictions for incomplete work. A student who is absent is expected to be prepared on his/her return to class.

## **SUMMER SCHOOL**

Grades earned during summer school will be entered on the student's transcript, but will not count towards merits.

## **PERMANENT RECORDS**

Permanent Records are kept for all students who attend St. Mary's Catholic School. A Permanent Record consists of semester grade records for classes taken as well as standardized testing results. These records may not be removed from the office by any person. In compliance with the Buckley Amendment (Family Educational Rights and Privacy Act) students over the age of 18 and parents (both custodial and non-custodial) of students under the age of 18 have a right to view the student records or obtain facsimiles of school records for the reasonable cost of copying, provided financial accounts are current and Release Information forms are signed. Parents and students must give the school forty-eight (48) hours' notice for copies of these records. Teachers and other school personnel, who have legitimate interest in a student's record, will have access to the permanent record.

## **ENDORSEMENTS – UPPER SCHOOL**

A student may earn an endorsement by successfully completing:

Curriculum requirements for the endorsements

- A total of four credits in Mathematics
- A total of four credits in science
- Two additional elective credits

Arts and Humanities

A coherent sequence or series of courses selected from one of the following:

- Social Studies
- The same language in Languages other than English

Multidisciplinary Studies

- Four credits in AP, IB, or dual credit selected from English, Mathematics, Science, Social Studies

Distinguished Level of Achievement

- A total of four credits in Math, including credit in Algebra II
- A total of four credits in Science
- Completion of curriculum requirements for at least one endorsement

Performance Acknowledgments

For outstanding performance

- In a dual credit course
- In a bilingualism and biliteracy
- On an AP text or IB exam
- On the PSAT, ACT-Plan, the SAT, or the ACTIVITIES
- For earning a nationally or internationally recognized business or industry certification or license

## **ACADEMIC GUIDELINES – UPPERSCHOOL**

### **ST. MARY'S CATHOLIC SCHOOL ACCOMODATIONS**

St. Mary's receives no federal funds for special needs accommodations but will make every attempt to modify when helpful. These services are a courtesy to provide for all students.

### **HONORS/COLLEGE PREP AND DUAL CREDIT DESIGNATION**

These courses are those with the greatest academic rigor. They are defined by having specific criteria for entry of motivated students, a definite scope and sequence that reflects the nature of the subject; a differentiated curriculum that includes wider range and greater depth of

subject matter; a more rigorous curriculum; provision for creative, productive thinking; a stress on cognitive concepts and processes; collaborative learning opportunities; and independent guided research. Dual Credit requires passing the material at the college level.

#### Dual Credit:

- These teachers are not employed by St. Mary's Catholic School, but by the institution offering the credit.
- There is to be no contact between the Parent and the Instructor. It is the responsibility of the student to handle any communication regarding the class.
- SMS is not responsible for any lost tuition.

#### Honors Classes:

- A rubric must be filled out in order for student to be entered into an honors class. It will include but not limited to teacher recommendation, 6 or greater stanine on the IOWA test, A average in class the year before, and parent recommendation.
- If a student is failing at the 4 ½ week mark, he/she will be removed from the honors class
- If a student has three (3) or more zeros in an honors class, he/she will be removed from the honors class
- When a student is removed from an honors class, the parent will be notified, not asked.

## **MIDDLE AND HIGH SCHOOL GENERAL ACADEMIC POLICIES**

### **STUDENT EVALUATION**

Both the high school and middle school utilize a nine-week marking period. Grades are available to students and parents through Headmaster and are updated weekly. Parents/guardians are encouraged to contact teachers if they have any questions about the academic progress of their child especially if electronic updates are not received. Report cards are issued at the conclusion of each nine-week grading period and will be sent by paper card. A citizenship grade as well as an academic content mastery will be included.

### **GRADING SCALE**

The following scale is used at St. Mary's Catholic School:

- A 90-100
- B 80-89
- C 70-79
- F Below 70

\*Honors and Dual Credit classes receive a one point GPA bonus.

### **HONOR ROLLS (UPPER SCHOOL)**

Two honor roll levels may be achieved at St. Mary's Catholic School:

1. Principal's Honor Roll: a minimum average of 94 with no grade below 90.
2. Honor Roll: A minimum average of an 85 with no grade below 80.
  - a. Both honor rolls are based on a simple average.

## **HONOR ROLLS (LOWER SCHOOL)**

We wish to recognize those students who have excelled academically, based on report card grades. Students in grades 4-6 are eligible for the “Principal’s Honor Roll (All A)” and the “A/B” Honor Roll. Students must also have conduct scores of S or higher to be recognized. This is announced each nine-weeks on the school webpage.

## **VALEDICTORIAN AND SALUTATORIAN**

Beginning with the freshman class of 2016-2017, the valedictorian and salutatorian will be selected based on the combined numerical average of the student’s sophomore, junior, and senior years. To be eligible, a student must have attended SMS for all three of those years.

## **GUIDANCE AND COUSELING**

St. Mary’s Catholic School offers individual guidance and counseling services. The school strives to assist students in developing and utilizing their abilities. The following are some of the services offered:

1. Career and Academic Guidance
2. Guidance and preparation for standardized testing
3. Interpretation of standardized test results to students and parents
4. Personal and family counseling

In addition, the College Guidance office provides the following services:

1. College and vocational selection
2. Assistance in college applications
3. Scheduling of college representatives
4. Assistance in obtaining information regarding scholarship

## **NATIONAL JUNIOR HONOR SOCIETY**

St. Mary’s Catholic School sponsors the Michael Mendicello Chapter of the National Junior Honor Society. This society allows membership to eligible 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade students. Students must meet academic requirements, as well as participate in school leadership and other activities. Students must also show Christian character strengths expected of St. Mary’s students.

## **NATIONAL HONOR SOCIETY**

St. Mary’s Catholic School sponsors the Gerard Cace Chapter of the National Honor Society. This society allows membership to eligible 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students. Students must meet academic requirements to be eligible to apply, they must also meet requirements of service, leadership, and be of strong Christian character to be eligible for induction.

## **HONESTY AND INTEGRITY**

Responsible KNIGHTS are honest, trustworthy, and fair in their daily lives. Student grades should reflect a student’s ability to master subject matter as well as demonstrate that mastery through various appropriate forms. Any attempt to gain unfair academic advantage for one’s self or others or to claim someone else’s work as one’s own is a serious violation of the school’s Academic philosophy. Students who are found cheating will suffer both academic and disciplinary consequences. Once the teacher has written a description of the incident, the

student may make a written response.

1. The school considers a first offense to be a serious mistake in judgement on the student's part. The student will be given a form to take home, issued a morning detention to serve and may not receive credit for the assignment.
2. The school considers a second offense to be indicative of a developing habit. The student will earn a zero for the work and will serve a day of in-school suspension.
3. The school considers a third offense to be indicative of a serious habitual problem. The student will earn a zero for the work, be suspended and required to appear before the Discipline Council. The Discipline Council may recommend expulsion for this violation.

This policy indicates the minimum penalties imposed for each offense; more serious consequences (i.e. expulsion or suspension) may ensue based on the seriousness of the offense.

## **PHYSICAL EDUCATION**

PE uniforms are to be purchased through the athletic office. Athletic socks are to be worn. Athletic footwear is mandatory. A note from a parent is required to excuse a student from Physical Education for one class period. A physician's note is necessary to excuse a student from Physical Education for two or more days for medical reasons. Physical education credit is dependent on active participation. SMS requires 4 years of Physical Education. We feel it is our duty as Christians to maintain a healthy and active body.

## **SCHOOL-RELATED EDUCATIONAL TRIPS**

St. Mary's Catholic School provides a limited number of academic field trips that are scheduled as part of the instructional school day. These are mandatory trips to be paid for at the parent's expense. **Students are not excused from trips.** Failure to attend will count as unexcused absences that will require additional assignments. In addition, the school sponsors enrichment trips outside of the school day. All students are expected to participate and must have written parental permission on file. Academically ineligible students will not be denied the opportunity to participate in an academic field trip. If a financial reason inhibits travel, contact the Principal.

The following are typical field trips at St. Mary's School:

**EC:** Pumpkin Patch, Jr. League Play, Christmas Tree Display (if available), Caldwell Zoo, Wet Pets and Critters and Moore Farms

**Kindergarten:** Caldwell Zoo, Jr. League Play, Discovery Science Place and Canton Tree Farm

**1<sup>st</sup>:** Community Outings – WalMart, Blecher Center offerings, TJC Planetarium

**2<sup>nd</sup>:** Government Buildings – Court House, Safety City, TJC Planetarium, Blecher Center offerings

**3<sup>rd</sup>:** Gregg County Historical Museum, Belcher Center offerings

**4<sup>th</sup>:** East Texas Oil Museum, Symphony Concert, Public Library, KLTW Weather Station

**5<sup>th</sup>:** The Pines, Fish Hatchery, Newspaper Facility, Landfill, Mock Oval Office

**6<sup>th</sup>:** Aquarium/Museum in Dallas, Water Treatment Plant, Four Winds Renaissance Faire

**7<sup>th</sup>:** Austin/San Antonio History Trip

**8<sup>th</sup>:** Pines Leadership Camp, Galveston, Holocaust Museum

**9<sup>th</sup>:** Career Day, Medieval Times

**10<sup>th</sup>:** Career Day

11<sup>th</sup> – College Tours, New Orleans

12<sup>th</sup> – Pines Retreat, College Day

## **SPIRITUAL RETREATS, PRAYER AND LITURGIES**

All students are expected to attend spiritual retreats. Masses and liturgies as part of the school's educational program. All students should be on time, in full uniform, and have a positive attitude.

## **TRANSPORTATION TO SCHOOL AND SCHOOL-RELATED TRIPS**

All students must use school transportation to and from all school-related functions. Students will be released only to their parents or guardians from an off-campus school-related function with the permission of the school supervisor. Students who fail to comply may lose their participation privileges.

## **STUDENT DRIVERS**

Students who drive to school must park in the West parking lot of the church. Student cars should be registered in the school office and should display a school sticker on the windshield. Students are not allowed to transport other students without permission from the parent. Students are not permitted to go to and from their car during the school day. **(See the school office for registration form and windshield school sticker).**

## **SUMMER ASSIGNMENTS**

Summer reading is required for students in grades 8<sup>th</sup> – 12<sup>th</sup> who are applying for Honors Courses for the next school year. Students in grades K-7<sup>th</sup> are encouraged to read and take AR tests. Incentives will be given at the beginning of the school year.

## **EXTRACURRICULAR PARTICIPATION**

The school offers many extracurricular options for students. Students are encouraged to participate in these extracurricular activities to the extent they do not hinder academic progress. Parents of students involved in extracurricular activities should pick up or arrange transportation for their student in a timely manner following the activity.

Students may be permitted school-excused absences for participation in school-sponsored athletic, academic, or extracurricular events. Student participants must have satisfactory scholastic, conduct and attendance records; student participants who have unsatisfactory academic, disciplinary or attendance records may not be allowed to attend. Student must be present for at least ½ of the school day in order to participate in any school-sponsored event on that day.

As a member of TAPPS (Texas Association of Private and Parochial Schools) we will adhere to all guidelines.

## **FAMILY TRIPS AND APPOINTMENTS**

Family vacations and trips should be planned around the school calendar. In addition, medical or other appointments should be scheduled outside of school hours. See the attendance policy.

## ATTENDANCE POLICY

If a student is absent for any reason, a phone call or e-mail must be made to the school registrar by the parent or guardian by 9:00am (correspondence will be confirmed by office staff). Unexcused absences may result in disciplinary action.

Students should attend all classes every day. Credit for courses may be withheld for students with excessive absences (more than five per semester) or students with unexcused absences. Students must attend 90% of class days to earn credit (minimum 162 of 180 days). If students go over the 10% limit, a grade of FA (failure due to absences) will be given. Grade advancement and diploma may be withheld pending completion of the attendance reimbursement plan.

All trips over five (5) days including but not limited to family emergency, family recreation, and family necessity must have prior approval from the Principal in writing and all work during absence is the responsibility of the student and is due the day of return. Late work policy will be implemented on day 2 of return. If this policy is not followed it will go against the attendance policy.

## ATTENDANCE POLICY ENFORCEMENT

Students should be present every day, all day, in every class. Penalties for poor attendance include, but are not limited to:

1. Morning and/or after school tutorials
2. Grade reduction
3. Loss of credit
4. Attendance Reimbursement

### WHEN YOUR CHILD IS ABSENT FROM SCHOOL:

**When absent 1-4 days:** Parents/Guardians will need to send an email to Melinda Dunn at [mdunn@stmaryslgv.org](mailto:mdunn@stmaryslgv.org) indicating their student's name, grade, teacher, along with all the dates listed and reason for absence. This is needed within 24 hours once student returns. Check Headmaster for Homework or email teacher directly.

**When absent 5 days or more:** Parents/Guardians will need to send an email to [mdunn@stmaryslgv.org](mailto:mdunn@stmaryslgv.org) with their student's name, grade, teacher, along with all the dates listed and reason for absence – **As well as a note from the doctor stating why the child was out.** This is needed within in 24 hours once student returns or absence will be unexcused. Vacation requests must be submitted and approved by the principal PRIOR to travel dates with work agreement in place in order to avoid (LOSIT)

**When out part of a day:** If the student is only missing part of a day for a physician's appointment, the student will need to receive a note from the physician's office stating they were seen on that date.

### **Loss of Significant Instructional Time (LOSIT):**

**Student who do not attend at least 90% of instructional time during the year will not receive credit based on LOSIT without attendance recovery during the summer.**

If a student is habitually late or frequently leaves early then LOSIT may occur as well.

In grades K-12 "parts of days" may be defined as 15 minutes or more of instructional time throughout the day. If a student misses 5 or more times during any part of the school day including, but not limited to, coming in late or leaving early, it will be considered an absence and subject to attendance recovery.

### **Here are (4) easy ways to send in your student's ABSENCE NOTES:**

- 1) **VIA EMAIL: Send an email to [mdunn@stmaryslgv.org](mailto:mdunn@stmaryslgv.org)**
- 2) **VIA FAX: Send physician's notes via fax to Melinda Dunn 903-758-7347**
- 3) **VIA SCAN: Scan the physician's note and email to [mdunn@stmaryslgv.org](mailto:mdunn@stmaryslgv.org)**
- 4) **TURN IN TO FRONT OFFICE: Turn in handwritten absence note or physician's note to the front office.**

**All absence notes need to be submitted by the parent/guardian regardless of the child's age/grade.**

**Teachers NOT responsible for forwarding emails or notes to the office.**

### **TARDY POLICY**

7:50a.m. 1<sup>st</sup> Bell 8:00a.m. Official School Start Bell

Early drop off area (cafeteria doors and gym) Open at: 7:15 a.m. Front doors open at 7:50. Students may check in and walk to class.

#### 8a.m. or later arrival

Parent/Guardian must sign in student under 9<sup>th</sup> grade in at the front office. Students arriving after 8a.m. will get a TARDY slip. When a student is TARDY 15 minutes in the morning or leaves school early exceeding 15 minutes of the day without a note from a physician's office the student will receive a (LOSIT) Loss of Instructional Time DETENTION.

Any student who arrives after the 8:00am bell, is tardy. Students are expected to be on-time and must report directly to the office to sign in and receive an admit slip to class. Five tardies equal one (1) absence. **Tardiness is never acceptable and is considered a discipline issue.**

Tardies between classes are not recorded as part of the absence policy, but will result in disciplinary action.

### **DEPARTURE FROM SCHOOL DURING THE DAY**

Students will be released during the school day when one of the following criteria is met:

1. A parent/guardian provides the school with a written or electronic request for release.
2. A parent/guardian must personally sign out the student for release.

### **FLEX PERIOD**

- Students and parents must sign a release stating their student has flex period and are aware they are dismissed at 2:20pm or 2:55pm and are not under school supervision
- Students **MUST** make arrangements to be picked up at 2:20pm or 2:55pm. They are not allowed to leave with anyone, including other students, that are not on the pick-up list
- If students do not have transportation, they must get written permission from the principal to stay on campus
- Students must sign out in the office and wait in the front lobby for their transportation to arrive
- Students will be given the option of flex or service

## **STUDENT ACTIVITIES**

### **Athletics**

St. Mary's Catholic School is a member of the Christian School Athletic Conference. Emphasis is placed on developing Christian values and sportsmanship. SMS school colors are royal blue and white. The school mascot is the Knight. Student athletes in grades 6-8 compete in volleyball, soccer (co-ed), basketball, and track and field. St. Mary's Catholic School offers competitive athletics for middle school students. We believe that athletics provides opportunities to develop and demonstrate the basics of good character. We design our sports programs with the intentions of:

- Modeling virtue and character for our young
- Encouraging athletes to exhibit good character
- Help coaches and other responsible adults to instill and reinforce in our students a commitment to develop and exhibit good sportsmanship

St. Mary's Catholic School is also a member of TAPPS (Texas Association of Private and Parochial Schools) for high school competition. TAPPS commits to building leadership, fellowship, fair play, and sportsmanship of students enrolled in the organization's member schools in the areas of academics, athletics, and the fine arts by providing wholesome competition for young men and women. Sports offered for high school are:

- Fall soccer
- Girls/Boys Cross Country
- Volleyball
- Girls/Boys Basketball
- Girls/Boys Track and Field
- Boys Golf

See athletic handbook for all rules and policies.

## **SCHOOL SPONSORED CONTESTS**

Opportunities to take part in a variety of contests and competitions are offered throughout the school year, and include a variety of academic and fine arts areas. Students are encouraged to take part as often as they desire, and receive recognition for participation. The purpose of school sponsored contests includes enrichment of the learning process, individual opportunities for developing and sharing talents, learning to cooperate in teamwork, growing in our knowledge of our school community's members, and of course, fun.

## **Before School Arrival**

The school building is open for the arrival of students at 7:15am. 5<sup>th</sup> through 12<sup>th</sup> graders will report to the gym in the morning while EC through 4<sup>th</sup> graders will report to the cafeteria (Parish Center). The student expectation for behavior during morning arrival is the same as during class.

## **Classroom Etiquette**

Teachers are responsible to maintain a proper Christian learning environment in their classrooms. They will establish basic rules for proper behavior in their classrooms. These basic rules will be based upon the following premises:

- Students will not stop the teacher from teaching
- Students will not prevent another student from learning

- Students will show courtesy and respect at all times
- The teacher and school must be able to exercise discretionary authority. Therefore, each classroom teacher will send home class rules at the beginning of the school year to be signed by both parent and student as a means of communicating such rules.

### **Hallway Etiquette**

While changing classes, students are to walk quietly and report to the next class immediately. Students will use “MAPS” as their guidelines. This will be adapted to the yearly theme.

### **Church Etiquette**

The church building is a sacred place; hence we act with reverence when we are there. Some guidelines to help our children remember the correct behavior are:

- Be respectful at all times
- Walk in a quiet line with the teacher to and from church
- No inappropriate talking; students are expected to participate in verbal responses and singing during Mass
- Use Holy Water properly
- Genuflect appropriately
- Use kneelers properly
- Stay in line as you enter and leave the pew

Teachers will take attendance at Mass. Parents of tardy students will be called on the first offense by the homeroom teacher. The second tardy offense will result in a morning detention and after the third offense the matter will be referred to the Director of Student Life.

### **Playground Rules**

Children are to play in areas designated by their teachers. This is for the safety and well-being of the children. Rules are designed to protect our children as much as possible. We ask that parents and families reinforce the importance of playground safety, so that children learn to take responsibility for their actions, and treat each other with respect at recess times. General playground rules are:

1. If a problem should arise, tell the teacher on duty.
2. Share playground equipment.
3. Use playground equipment properly.
4. Use appropriate language on playground.
5. No fighting – physical or verbal.
6. Stay within school boundaries.
7. Display good sportsmanship.
8. Permission is needed to enter building.
9. Respect nature.
10. Play appropriately.
11. Clubs that exclude students are not allowed.

### **Playground games/Use of equipment:**

**Swings:** Children are not to stand in the swings; sit only. Only one child on a swing at one time. There is to be no twisting or bumping with the swings. Children are to exit swings properly – no jumping out of the seat while in motion. Those not swinging should stay clear

of the swinging area.

**Slide**: Children are to go down the slide seated face front, feet first. Children are not to climb/walk back up the slide surface; use the ladders only for climbing. Do not stand at the top; go down immediately when it is the student's turn to slide.

**Football**: No tackle football is allowed, only tag or touch.

**Wall Ball**: At no time will Wall Ball be permitted on the school campus.

**Red Rover**: Red Rover games are not permitted on the playground unless supervised by the teacher.

**Equipment**: It is the children's responsibility to see that all playground equipment (such as balls, ropes, etc.) is returned to the proper place after use.

**Unacceptable Playground Behavior** – fighting, bad language, and any other unacceptable behavior should be reported to the playground supervisor immediately.

## **Assembly Behavior**

Student behavior for assemblies will follow the same expectations as the classroom and church. Respect and proper behavior should especially be shown to guest speakers and outside program presenters. The opportunity to attend assemblies is a privilege, not a right. Students may lose this privilege for inappropriate behavior.

## **Bullying/Harassing**

The faith community of students and adults should respect, protect, and share the God-given life, worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, St. Mary's Catholic School, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to: teasing, poking, biting, hitting, or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe, and include physical, verbal, written, or graphic aggression, as well as social isolation and alienation. It includes, but not limited to, epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-approved event to come within the jurisdiction of the school, if it is deemed to affect any one in the school community. Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

1. Has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment.
2. Has the purpose or effect of unreasonably interfering with an individual's performance.
3. Adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.)

The behaviors are targeted here, including bullying and harassment, are forms of violence that are not acceptable in, and cannot be tolerated in, Catholic schools as normal behavior or

normal human development. At a minimum, they constitute bad manners and bad example. They may also be both immoral and illegal as well. St. Mary's Catholic School includes in its guidance program education about bullying, harassment, and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

## **STUDENT BEHAVIOR EXPECTATIONS**

### **DISCIPLINE EXPECTATIONS**

**A KNIGHT is expected to behave in the following manner twenty-four hours a day, seven days a week:**

#### **The Knight LAW:**

- ✓ **I will treat others with dignity and respect at all times.**
- ✓ **I will demonstrate good judgement in dress, communication, and conduct.**
- ✓ **I will be excellent in my academic effort and meet all of my responsibilities as a student.**
- ✓ **I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.**
- ✓ **I will represent my school and my Church with pride and honor in all that I do.**

**Failure to abide by the LAW will result in disciplinary action as follows:**

#### **Lower school: EC – 7<sup>th</sup> grade**

1. 3 minor marks and one major mark in a week – lunch detention
  - a. Minor marks for are moving your clip to another color
  - b. Major marks would be moving it to red
2. 3 lunch detentions in a week – office referral

#### **Upper school: 8<sup>th</sup> – 12<sup>th</sup> grade**

1. 3 minor infractions or one major – detention referral; if they miss this detention they will have an after school detention that afternoon. If they miss that detention, one day ISS. (Weekly)
2. Once the referrals come to me, I will deduct the points from LiveSchool.
3. Office referral: I determine the outcome of the discipline from the following:
  - a. After school detention
  - b. Lunch detention
  - c. 1-3 days in ISS
  - d. 1-3 days OSS; in conjunction with Amy
  - e. Suspension/expulsion

#### **CELL PHONE POLICY Upper school 8<sup>th</sup> – 12<sup>th</sup> grade**

1. Not allowed in any class.
2. Can have before school, during lunch, in between classes, and after school.
3. No social networking during school hours.
4. Cannot be friends with any teacher, coach, staff, and/or administrator on social media.

5. If you must text a teacher, coach, staff or administrator you MUST add your parent to the text.

## **NO CELL PHONES ARE ALLOWED FOR GRADES 7<sup>TH</sup> AND BELOW.**

### **CLASSROOM RULES: Upper school 8<sup>th</sup> – 12<sup>th</sup> grade**

1. You must make eye contact with teacher and respond accordingly.
2. Shirt tail must be tucked in at all times.
3. No talking unless you have permission.
4. Stay seated unless you have permission.
5. Come to class prepared and ready to begin when the bell rings.

## **DISCIPLINARY PROCEDURES**

### **School Disciplinary Consequences** *(may include, but not limited to):*

- One on one conference
- Parent Contact
- Morning detention
- Classroom Isolation
- In School Suspension
- Off-campus suspension
- Disciplinary probation
- Loss of bus privileges
- Expulsion

### **Referral**

Student referrals are made to the office when a repeated disregard of basic rules occurs. A teacher may give a referral at any time if a child's behavior is so severe as to warrant such action.

**Potty Mouths Clean Potties** – Students who use foul language, “potty mouth”, will have to clean potties. Parents for students in 5<sup>th</sup> grade and lower will be notified by phone before they will be instructed to clean them. Parents for students in grades 6<sup>th</sup> – 12<sup>th</sup> will be notified by e-mail.

### **Disciplinary Probation**

Disciplinary Probation includes loss of privileges such as recess, participation in school or extracurricular activities, field trips, parties, assemblies, scholarship, etc.

- Student may not be not eligible for extracurricular activities, field trips, or class rewards
- Parents/student/administration enter into a behavior contract
- Reevaluation will occur in 4 ½ weeks
- Students may be expelled if terms are not met

### **Isolation (In-School Suspension)**

Isolation prevents the student from attending classes and extracurricular activities during the suspension. Parents will be notified of this occurrence. During this time, the student must spend his/her day in total isolation from other students. A lunch should be sent for the student to eat while in isolation. Alternative arrangements for supervision will be made. Any in-school suspension may require the parents to supervise their child personally or pay to arrange supervision for their child, such as hiring a substitute or diverting a staff member from their normal duties to provide this service at the per day cost of a substitute (\$50.00 per day will be added to the next month's tuition statement for each day supervision is needed by a substitute/staff member).

### **Suspension (Out-of-school)**

This is the temporary dismissal of a student from school. The principal and the Director of Student Life are the only school officials who may place a student on suspension. This extreme disciplinary action should follow only after other means of motivation have failed, or if the circumstances warrant suspension.

### **Expulsion**

This action is the permanent dismissal of a student from school. St. Mary's Catholic School follows diocesan policies and procedures regarding the expulsion of a student. These guidelines are available for review at the school office.

### **Philosophy on Discipline**

Discipline is to be rooted in discipleship. Every decision made in the correction of a child should be one that strengthens their ability to follow Christ and to love as He loves us. The following forms of punishment are not permitted:

- Blanket punishment (all suffer for the one)
- Having another student take names or be in charge while the teacher is out
- Academic consequences for discipline issues
- Corporal punishment
- Humiliation

### **SERIOUS DISCIPLINARY INFRACTIONS**

**The following actions are serious infractions of the St. Mary's Catholic School discipline code, and may result in suspension and subsequent expulsion. Expulsion is the most extreme penalty the school can impose on a student.**

**Only the principal of the school can expel a student. Reasons for expulsion include, but are not limited to:**

- 1. Defiance of authority**
- 2. Fighting**
- 3. Hazing, serious harassment or bullying**
- 4. Stealing**
- 5. Vandalism, either on or off the campus (Students and/or parents are required to pay for all damages)**
- 6. Possession, use or sale of illegal weapons, including (but not limited to): knives, firearms, and combustibles**

7. Possession, use or sale of tobacco, alcohol, drugs, mind-altering substances or inhalants
8. Continued attitudinal or behavioral problems
9. Conduct damaging the reputation of the school
10. Truancy
11. Offensive behavior not in line with that of a Catholic school student
12. Possessing school keys
13. Moral turpitude
14. Intimate or lewd behavior
15. Improper use of electronic media, including sexting, intimidating or harmful comments, improper photography, assuming an on-line alias and cell phone use in restrooms or locker rooms
16. Making false fire alarms, false emergency calls or improper use of emergency equipment
17. Tattoos or body piercing
18. Improper or unsafe use of a vehicle on campus or at a school event
19. Possession, abuse or sale of prescription drugs
20. Non-compliance with the school's drug testing procedures
21. Violation of civil law
22. Defamatory statements or threats made on or off campus against SMS students, faculty or staff
23. Unauthorized use of school name or logos
24. Internet/Intranet/computer system misuse or abuse
25. Curfew violations on school trips or from city ordinance

**Knight Court – Students who appear in Knight Court must agree to having committed the offense and complete the Knight Court sentence within the allotted time frame. Knight Court is for sentencing only. Knight Court defendants will automatically receive the maximum sentence AND retain the referral form in their student record under the following circumstances:**

- Refusal to admit to wrongdoing
- Recanting on the witness stand
- Tardiness to Knight Court
- Failure to complete sentence within the allotted time frame

**Students who complete Knight Court successfully will have referring document and punishment removed from their student file. Students may only appear in Knight Court once per school year.**

**Referral: Students may have the option of choosing Knight Court for any of the listed offenses, or a teacher or administrator may choose to refer a given student to Knight Court.**

**Eligible Offenses:**

- 3 detentions in a 9 week grading period
- Bullying
- Arrogance and Prideful behavior towards a teacher
- Any office referral the Principal deems appropriate for removal from record  
(Out of School Suspension and Expulsion may not be contested in court)

**Sentencing:**

- Minimum: 5 extra service hours to St. Mary's; 1 page essay written about offense and given to Mrs. Allen within a week of court date; one day in ISS
- Maximum: 15 extra service hours given to St. Mary's; 2 page essay written about offense and given to Mrs. Allen within a week of court date; 3 days in ISS

## **DETENTION**

Students may receive a detention for failures to live up to the Knight LAW. The process for reporting a detention is the teacher will fill out a form on-line, share it with the Director of Student Life who will speak with the student, assign the detention, then e-mail the parent to inform them of the detention. The Director of Student Life will deduct points from the student's conduct grade.

Detention begins at 7:30am. Roll will be taken promptly at the beginning of the detention session. Students arriving after the designated time will not be admitted and will be considered to have missed detention. Student must do a service during the detention.

If a student misses an assigned detention, the student will receive an after school detention on the same day the detention was missed. Students who miss either of the subsequent detentions will receive one day of In-School Suspension on the Friday following the week the detention was missed. Students involved in extracurricular activities must serve detentions before going to the activity; this may result in missed competitions, practices, and trips.

## **MULTIPLE DETENTIONS IN A SEMESTER**

Penalties for multiple detentions in a semester include, but are not limited to:

1. Loss of lunch free time
2. Parent/Student meetings
3. Contract
4. Grade-level team meetings
5. Community Service
6. Additional detention
7. In-school suspension
8. Out-of-school suspension
9. Expulsion

## **SUSPENSION**

Suspension may be used as a time to allow the school to gather information and discern outcome or as a punitive measure.

Suspended students may not be on the school premises or participate in any school-sponsored activity. Suspended students are expected to keep up with academic work covered in their absence. Upon their return to class, students should have completed the work missed during a suspension.

## **THREATS**

Threats to do harm to one's self or to another person or to the school are serious violations of the discipline code. Threats made seriously or in jest may result in detention, suspension, or expulsion. Self-harm threats will be referred to local protection agencies and reported to parents and pastors.

## **ELECTRONIC EQUIPMENT**

Students are allowed to have cellular telephones or other electronic devices on campus or at school functions as long as they are abiding by the Parent/Student Handbook. Students may use electronics for entertainment during lunch and free time, however they are not allowed on social media. St. Mary's School is not responsible for lost or stolen devices or charges accrued while at school. Privileges will be revoked if misused. Students are not allowed to possess lasers of any kind on campus. Any violation of the electronics policy will result in confiscation of the equipment and possible loss of future privileges. The school retains the right to scrutinize the contents of confiscated electronic devices. Students must enter or release locks or password protection from machines when confiscated if requested. All confiscated equipment will be returned to the parent after the first offense with a monetary fine of \$25.00. Continued offences will result in escalated consequences, including an increased fine and extended periods of confiscation.

Any student videoing a teacher or a student could be immediate grounds for expulsion.

## **HAZING**

St. Mary's Catholic School has no tolerance for hazing of any kind on or off campus. Hazing includes the singling out of any individual or groups of students for intimidation or harassment.

## **PUBLIC DISPLAYS OF AFFECTION**

Student behavior should always be reflective of a Catholic School student. Public displays of affection during the school day or at school sponsored events are never appropriate and could result in detention, suspension, or expulsion.

## **MISSING ITEMS**

Students who have missing items must report the items missing to the front office. Lost and Found is located in the front foyer. Items left in hallway or in locker bank will get a charge to recover items.

## **VALUABLES ON CAMPUS**

Students should not bring excessive amounts of money or other items of value to school. SMS is not responsible for personal valuables or money on the school campus.

## **GUN-FREE AND DRUG-FREE SCHOOL ZONE**

In cooperation with state authorities, St. Mary's Catholic School will enforce the "Gun Free and Drug Free Zones" policy which prohibits the possession, use and/or sale of weapons and/or drugs, or lookalike weapons and/or lookalike drugs, within 100 feet of school property. Any person in violation of this policy is subject to arrest by the police and expulsion by the school.

## **SUBSTANCE ABUSE**

St. Mary's Catholic School believes that all students should behave in accord with Christian values and civil law. In particular, the possession, sale or misuse of alcoholic beverages, drugs, drug paraphernalia, inhalants, tobacco products, over-the-counter or prescription drugs is strictly forbidden. Students, who violate these precepts, are subject to disciplinary action

which may include expulsion. Parents and guardians are especially encouraged to join with the school in support of these moral beliefs and civil laws for their child's moral and physical well-being.

## **SKATEBOARDS, ROLLER BLADES, SKATE SCOOTERS AND BICYCLES**

Skateboards, skate scooters, and roller blades are not allowed on campus during the school day. Bicycles may be ridden to school with written parent permission on file in front office but are not to be ridden on the sidewalks, in the building, or in any unsafe manner. Bicycles are transportation vehicles and generally are required to be used in accordance with the same safety and legal guidelines as motor vehicles. Exceptions to this policy may occur during supervised physical education activities.

## **DRESS CODE**

In keeping with our belief that the moral, spiritual, and academic aspects of the education offered at St. Mary's Catholic School are of the utmost importance, we believe that all students should be allowed and encouraged to focus on those areas, and that growth and development in those areas should be allowed without distractions whenever possible. Therefore, in the spirit adopted by Catholic schools throughout history, all students attending St. Mary's Catholic School are required to wear school uniforms each day unless permission from the Principal is obtained. Since uniforms are a positive part of our school environment, every school day is in general a uniform day. Being in uniform is part of being ready for class. It is the parent's responsibility to have the student in the proper attire. Dress uniforms are always worn for Mass and special events. Occasionally casual uniforms will be allowed for field trips to the zoo, Safety City, and other outdoor activities. In these cases the specified dress code will be noted on the event permission form sent home by the teacher. As a general suggestion; if in doubt, wear the dress uniform.

## **GROOMING**

### **Girls:**

1. Light make-up is allowed in grades 7 – 12. Make-up should not be a distraction (including nail polish).
2. Hairstyles should be neat and clean. No distracting hairstyles. Subtle highlights and natural accents are permitted provided only natural hair colors are used.
3. Earrings are to be small and unobtrusive (no larger than the size of a quarter), no more than two per ear. No other body piercing is permitted. Extra body piercing is considered a serious disciplinary infraction.
4. Excessive jewelry is not permitted. No more than two bracelets allowed per arm.
5. The uniform should be neat, in good condition and of proper size.

### **Boys:**

1. No facial hair. Sideburns must not extend past the end of the ear (male students will be given a razor and asked to shave if in violation of this grooming code).
2. Hairstyles must be neat and clean, Hair may not extend beyond the collar of the shirt, below the eyebrows, or past the bottom of the ear. Ponytails or designs cut into the hair are not permitted. No distracting hairstyles.
3. Dyed hair is not permitted along with any other type of chemical processing.
4. Excessive jewelry is not permitted.

5. No body ornamentation is allowed. This includes, but not limited to earrings, body piercing, or nail polish. Body ornamentation is considered a Serious Disciplinary Infraction.
6. The uniform should be neat, in good condition and of proper size.

## CONSEQUENCES

Students are responsible for observing the dress code, and parents are responsible for enforcing it. The school's responsibility is to reinforce the parents' choice of Catholic school by enforcing those expectations. Parents will therefore be contacted if a student is not ready for class. Negligence or indifference towards this policy shall lead to disciplinary action. Parents may also be called to pick up their child or to bring a change of clothing. Parents should always check what their student is wearing before they leave the house to determine if it appropriate uniform dress for the day.

## THE FOLLOWING CONSEQUENCES WILL BE OBSERVED FOR NOT BEING IN PROPER SCHOOL UNIFORM *(each student gets one warning per 9 weeks grading period.)*

1. Failure to wear the dress uniform on Mass day or Holy days:
  - a. Attend Mass, then report to office to call the parents
  - b. Students in 1<sup>st</sup> – 3<sup>rd</sup> grades will return to class until proper attire is brought to school. Students will also lose recess privilege that day.
  - c. Students in 4<sup>th</sup> – 12<sup>th</sup> grades will be placed in In-School Suspension until the proper uniform is brought to school. The fees for In-School Suspension are \$50.00 per day.
2. Failure to wear dress uniform as requested for a field trip or special event:
  - a. Loss of privilege to attend the event
  - b. Students placed in ISS (with applicable fees) until students return to campus
3. Violation of dress code by failure to wear belt, proper socks/shoes, correct shirt/pants, tie with dress blouse, and wearing shirts/shorts too short:
  - a. Parent called to bring proper uniform part. (If available in used uniform closet, item will be charged to your account.)
  - b. Students in grades 1<sup>st</sup> – 3<sup>rd</sup> will lose recess privilege for the day
  - c. Students in grades 4<sup>th</sup> – 12<sup>th</sup> placed in ISS (with applicable fees) until correction is made.
4. Wearing torn or badly stained uniform parts:
  - a. First offense: student asked not to wear again
  - b. Second offense: same consequences as #3
5. Excessive or inappropriate jewelry or makeup, improper outerwear, and shirts untucked, rolling waist to shorten skirts:
  - a. First offense: jewelry or outerwear confiscated or student asked to remove makeup, student unroll waist of skirt
  - b. Additional offenses: parents must retrieve confiscated jewelry or outerwear from teacher or office, and last two consequences under item #3 are assigned
6. Students in Early Childhood classes and Kindergarten are exempt from penalties for untucked shirts and lack of belts, but are still encouraged to follow these procedures

7. Students on field trips or participating in special activities must remain in uniform for the duration of the event. Example: Female students should not remove their skirts/jumpers just because they have gym shorts underneath.

## SCHOOL UNIFORM GUIDELINES

1. All plaid items and tops with logos must be purchased from Land’s End. You can find the direct link to Land’s End on the school’s website at [www.stmaryslgv.com](http://www.stmaryslgv.com)
  - a. NOTE: Lollipops and Lace and Longview Embroidery are no longer vendors for our uniform.
2. Khaki pants and shorts for boys and girls should be flat front, not pleated. Khaki skorts and skirts for girls should have a box pleat. All of these items are available at Land’s End, but may be purchased from any store of your choosing.
3. Shoes for Mass Day (Tuesdays and Holy Days of Obligation) must be black or brown shoe with a closed toe and closed back. (See chart below for sock colors.) Students can bring an athletic shoe for PE on Mass days. Shoes on Casual Days (Monday, Wednesday, Thursday, and Friday) can be any athletic shoe with a rubber sole, closed toe and closed back.
4. Buying on-line:
  - a. Go to [landsend.com/school](http://landsend.com/school) and create or sign in to your account. Include your student and school information in My Account OR find your school using the *Preferred School Number Search: 900150186*.
  - b. You can also visit [www.stmaryslgv.com](http://www.stmaryslgv.com) under “info”/”get ready for school” and click on the direct link
5. Buying by phone:
  - a. Call 1-800-469-2222 and reference your student’s *Preferred School Number 900150186*, grade level and gender. Land’s End has a team of consultants that are available 24/7 for assistance.
6. Money back:
  - a. St. Mary’s Catholic School will get 6% of the money you spend on uniforms **BACK** for the school!

## UNIFORM REQUIREMENTS

GIRLS EC-2 <sup>ND</sup> MASS DAY	GIRLS EC-2 <sup>ND</sup> CASUAL DAY
White Peter Pan Blouse – Land’s End Plaid Jumper – Land’s End Navy or Black Modesty Shorts Solid Black, Brown, or Navy Shoes White or Navy Socks/Tights	Khaki Skirt/Skort/Shorts/Pants Plaid Skirt/Skort – Land’s End Navy/Light Blue SMS logo polo – Land’s End Navy SMS logo polo dress – Land’s End Athletic Shoes (closed toe&back; low top) White/Black Socks Black/Brown/Navy/Plaid Belt

<b>GIRLS 3<sup>RD</sup> – 7<sup>TH</sup> MASS DAY</b>	<b>GIRLS 3<sup>RD</sup> – 7<sup>TH</sup> CASUAL DAY</b>
Box Pleat Plaid Skort – Land’s End Blue Oxford SMS logo shirt – Land’s End Navy SMS logo Sweater Vest-Land’s End Solid Black/Brown/Navy Shoes White or Navy Socks/Tights	Khaki Skirt/Skort/Shorts/Pants Plaid Skirt/Skort – Land’s End Navy/Light Blue SMS logo polo – Land’s End Navy SMS logo polo dress – Land’s End Athletic Shoes (closed toe&back, low top) White/black Socks Black/Brown/Navy/Plaid Belt

<b>GIRLS 8<sup>TH</sup> -12<sup>TH</sup> MASS DAY</b>	<b>GIRLS 8<sup>TH</sup> – 12<sup>TH</sup> CASUAL DAY</b>
Box Pleat Khaki Skort – Land’s End Navy Blazer* - Land’s End Blue Oxford SMS logo shirt – Land’s End Plaid Neck Tie – Land’s End Black/Brown/Navy Dress Shoes White or Navy Socks/Tights or Nude Pantyhose  *Crest available at School Office	Khaki Skirt/Skort/Shorts/Pants Plaid Skirt/Skort – Land’s End Navy/Red/Royal/Light Blue SMS logo polo - Land’s End Navy SMS logo polo dress – Land’s End Navy Short Sleeve Ponte Dress – Land’s End Athletic shoes (closed toe&back, low top) White/black Socks Black/Brown/Navy/Plaid Belt

<b>BOYS EC – 7<sup>TH</sup> MASS DAY</b>	<b>BOYS EC – 7<sup>TH</sup> CASUAL DAY</b>
Flat Front Khaki Pants Navy SMS logo Sweater Vest-Land’s End Blue Oxford SMS logo shirt – Land’s End Black/Brown/Navy Shoes White/Navy/Black/Brown Socks Black/Brown/Navy Belt	Flat Front Khaki Shorts/Pants Navy SMS logo polo – Land’s End Blue Oxford SMS logo shirt – Land’s End Athletic Shoes (closed toe&back, low top) White/black Socks Black/Brown/Navy Belt

<b>BOYS 8<sup>TH</sup> – 12<sup>TH</sup> MASS DAY</b>	<b>BOYS 8<sup>TH</sup>- 12<sup>TH</sup> CASUAL DAY</b>
Flat Front Khaki Pants Navy Blazer* - Land’s End Blue Oxford SMS logo shirt – Land’s End Plaid Neck Tie – Land’s End Black/Brown/Navy Dress Shoes White/Navy/Black/Brown Socks Black/Brown/Navy Belt  *Crest available at School Office	Flat Front Khaki Shorts/Pants Navy/Red/Royal/Light Blue SMS logo polo - Land’s End Blue Oxford SMS logo shirt – Land’s End Athletic Shoes (closed toe&back, low top) White/black Socks Black/Brown/Navy Belt

### **SWEATERS/SWEATSHIRTS:**

If a sweatshirt is worn on campus, it must be a navy blue St. Mary’s sweatshirt or Spirit Wear sold in the school office. No hoodies (sweatshirts with hoods), unless authorized SMS Spirit Wear, are to be worn on campus with the school uniform. Spirit sweatshirts are not to be worn on Mass days or dress uniforms. Sweatshirts must be worn over standard casual uniform shirts.

### **ADDITIONAL DRESS CODE REQUIREMENTS**

1. Dress uniforms may be worn on days other than dress uniform day (regular/casual

days).

2. Only plain solid navy blue outerwear or an SMS letter jacket that is “open front” (button or zipper) may be worn in a school building. Any coat can be worn outside as long as it is open front. The only exception for indoors is the approved spirit hoodies or sweatshirts sold by the school athletic department each year, but hoodies are not acceptable indoor outerwear with dress uniforms. The school crest sweatshirt can be worn with dress uniform indoors.
3. Jeans are not permitted, unless special permission is granted by the Principal. If permitted, they must be free of holes, designs, and conform to the rules regarding sagging, belts, hip huggers, etc.
4. Long-sleeved shirts are NOT to be worn under the uniform. Only short-sleeved, plain white undershirts are acceptable. NO pants will be worn under jumpers or skirts.
5. Students are not allowed to wear hats, except on specific free dress days. Hats are NEVER to be worn in the building.
6. Shirts must be tucked in at all times.
7. No low rise (hipster), tight or form-fitting, baggies, cargo, painter, or skater/biker pants or shorts of any type are allowed. Pants/shorts must be dress/Docker style pants and material should be twill or khaki – (NO corduroy, denim, or jean material) with inset pockets (no patch pockets). Form-fitting khaki pant styles like American Eagle, although popular, are not uniform and will not be allowed.
8. Shorts/skorts/jumpers/dresses should not be shorter than two (2) inches above the top of the knee.

**\*\*REMINDER: PLEASE LABEL ALL CLOTHING ITEMS\*\***

## **FREE DRESS DAY GUIDELINES**

1. Basic dress code rules of modesty, neatness, and safety still apply.
2. Clothes should be clean and free of holes (no distressed jeans).
3. Clothes with offensive or questionable messages, inappropriate art, or immodest (low cut or showing midriff) styling should not be worn. Spaghetti strap shirts/dresses should not be worn.
4. Dress, shorts, and skirt lengths should follow dress code rules.
5. If pants have belt loops, belts should be worn. Shirts designed to tuck in should be tucked in.
6. Sandals, flip flops, mules, and boots should not be worn. Remember your child’s PE class when choosing shoes to wear for the day. Comfort and safety should be considered.
7. Hairstyles, makeup, and jewelry must comply with the rules.
8. Student behavior should not change when wearing something different from school uniforms.

## **ADDITIONAL INFORMATION**

### **BAD WEATHER DAYS**

Announcements of closings will be made on television stations KLTV, KETK, and KYKX radio station (105 FM). Closing will also be sent via text, email, and posting on website if

electricity is available. St. Mary's Catholic School will usually follow the closing and delayed openings for LISD.

## **CAFETERIA**

The school cafeteria serves hot lunches and snacks daily. Food and drink are not allowed outside of the cafeteria; the only exception is bottle water in some locations. Students must remain in cafeteria or designated outside eating area during lunch periods. Attention should be given to maintaining the cleanliness of the cafeteria by each student unless supervised by Advisory Teacher.

## **FOOD AND DRINK**

Food or drink items brought from home and stored in lockers must be sealed and may not be left overnight.

## **EMERGENCY DRILLS**

Emergency and fire drills at regular intervals are required by law and are an important safety precaution. Posted escape routes and procedural information are located in each classroom. Students should follow teachers' directions regarding emergency routes during an emergency procedure.

Students should remain silent and cooperative through all drills and emergency procedures.

## **FACILITY CARE AND MAINTENANCE**

Students should take pride in their school and are expected to help maintain the buildings and grounds. Litter should be placed in trash receptacles. Buildings and furnishings should be orderly at all times. Damage or maintenance problems should be reported immediately to a teacher who will contact office. All posters and signs should be displayed on bulletin boards. No unauthorized posters are permitted. A student is held financially responsible for any damage he/she causes to school property – this includes electronics, textbooks and supplies.

## **GYM**

Students must obey all gymnasium rules. Students are not permitted in the gyms, locker rooms, concession stand, coach's office or weight rooms without faculty or staff supervision/permission.

## **LIBRARY**

The library is a place for reading, quiet study and research. A pass written by a teacher or office staff during class time is required when students report to the library. Computer use in the library is a privilege and is reserved for educational use only. Students must sign in and follow agreements specified in the Computer Use Guidelines. Internet use may be monitored and timed. Priority is given to a scheduled class rather than individual users.

## **LOGO**

Students are prohibited from using the school name or school logo in any inappropriate, slanderous or unethical manner. School logo and crest may not be used without written permission from principal.

## **NOTARY SERVICES**

Many forms, especially for overnight trips, must be notarized. Notary services at the school are provided for

school documents only as a courtesy to parents, faculty and staff. Documents notarized at the school must be signed in front of the notary with required identification.

## **OTHER EDUCATIONAL GUIDELINES**

### **SCHOOL LOCKERS**

1. St. Mary's Catholic School assigns lockers for student use. Students should use only their assigned lockers.
2. Changes in locker assignments should be cleared through the grade level teacher. The school retains all rights to access lockers at any time and retain the property.
3. Students are responsible for keeping their lockers clean and neat, both inside and outside.
4. Students may be asked to remove any locker decorations that are considered inappropriate.
5. Students should not use adhesives (glue, tape, sticky tack). Magnets are recommended.
6. Students should not slam or jam locker doors shut. Students are held responsible for damage to individual lockers. Locker doors should close easily and remain closed. Locker damage or maintenance problems should be reported to the office.
7. Bags too large to put in lockers must be placed on shelves located in the hallway. Food should not be kept in lockers overnight.
8. Students are also cautioned not to keep money or valuables in lockers. Taking any article out of another student's locker without permission will be considered stealing and will be subject to penalties and disciplinary action.

### **SCHOOL PHONE USE**

Students may be allowed to use the school phones only during lunch and Zero Hour with permission of office staff. Phones may not be used for retrieval of left behind assignments, material or uniforms.

### **SEXUAL PROMISCUITY**

St. Mary's Catholic School believes that marriage is a sacrament and that all sexual activity should only take place within the context of marriage. The school advocates sexual abstinence according to the teachings of the Roman Catholic Church. Students who violate these beliefs may be subject to restrictions or disciplinary actions which may lead to expulsion from the school. Married students may attend St. Mary's School if deemed an appropriate course of action by the principal and the pastor.

### **SEXUALITY STATEMENT**

St. Mary's Catholic School believes that every human should be treated with dignity and respect. Students self-identifying openly as homosexual will be respected. The school keeps with church teachings in that orientation is not sinful. However, there will be no public displays of affection, no acting contrary to Church teachings, no malicious acts against the Catholic Church or St. Mary's School, and no intentional negative impact on the school or orientation of other students.

### **CHRISTIAN SERVICE**

All Christians are called to serve God and to serve others, especially those who are less fortunate. In response to this call to Christian Service, St. Mary's Catholic School expects the following of students in each of the following grades:

7th and 8th grade – 10 hours of Christian service  
Freshmen – 20 hours of Christian service  
Sophomores – 20 hours of Christian service  
Juniors – 20 hours of Christian service  
Seniors – 20 hours of Christian service

Students and parents should refer to the Christian Service packet for program details and required forms. The packet will be distributed during regular theology classes and questions may be directed to the Director of Student Life.

## **MOTOR VEHICLES/PARKING LOTS**

Driving and parking a vehicle on the St. Mary's Catholic School campus is a privilege granted by the school. Motor vehicles must be operated in accordance with Texas State laws which include a valid driver's license, license plate and liability insurance. Vehicles must be operated in a responsible manner. The campus speed limit is five (5) mph at all times. Car stereos must maintain a low volume on campus. Drivers in moving vehicles must not be on cell phones while on campus.

Any vehicle parked on the SMS campus by a student at SMS must be registered in the office and must exhibit a SMS sticker. Students will have ten (10) working days upon the start of school to place the parking sticker on the vehicles or a fine will be given. The student parking areas are located along the northwest parking lot of the Church. Driveways and fire lanes must remain clear at all times for emergency vehicles. Parking in front of the school and gym is reserved for visitors and parents.

Vehicles may be towed at the owner's expense for parking violations.

Once on the school campus, a student must have a pass from the office to access his or her vehicle before the end of the school day. Items of value should not be left in plain sight in a parked vehicle. The school is not responsible for any loss or damage to any vehicle parked on campus. St. Mary's Catholic School reserves the right to search any vehicle parked on school/church property. Students should not loiter in the parking lot.

Students who operate a vehicle in an unsafe manner or fail to follow published driving rules and regulations for parking and/or operating a motor vehicle on campus may forfeit their privilege of operating or parking on the school campus. The school parking lots are private property.

## **SMS SUBSTANCE ABUSE TESTING**

St. Mary's Catholic School understands the serious, long-term effects of substance abuse. Addictive behaviors are usually established early in life. SMS reserves the right to randomly drug test students in grades 7 – 12 through hair and urine screening. The hair test indicates use of illegal drugs – including marijuana, cocaine, and others – used in the past ninety days. Testing process is as follow:

1. Random selection of students for hair testing.
2. Notice to parents or guardians sent at least one (1) week prior to testing date, outlining procedures and policies.
3. Hair testing is performed in the school clinic on the day assigned. A small sample of hair is cut from the student's head (about 100 strands) by the SMS Drug Testing agent.
4. Submission of the hair sample to the testing company.

5. Results viewed by the Principal are reported by unique student code – not the student's name – over a secure internet connection.

\* Review of the dangers of substance abuse. Should a student test positive for illegal drugs through hair testing, the student and parents will be notified by the Principal to establish a time for a meeting with the Chaplain and the Principal in an off-campus setting.

The meeting includes:

\* Review of drug testing and validity of results.

\* Prevention and treatment options for substance abuse including counseling options provided by the community service agencies and private practices.

\* Retesting of a student after ninety (90) days.

\* Testing positive a second time or on any subsequent random drug test will result in a request for withdrawal from the school. Failure to withdraw will mean automatic expulsion.

### **BREATHALYZER ALCOHOL TESTING**

SMS reserves the right to ask all students entering and leaving St. Mary's Catholic High School dances to be subject to an alcohol breathalyzer test. Students testing positive for alcohol will be detained by the on-site school administrator in charge of the dance until a parent or guardian arrives to assume responsibility.

Discipline code will be followed.

### **STUDENT RESIDENCE**

A St. Mary's Catholic School student is expected to live at home with his/her parent or guardian. If a situation arises whereby a student has other living accommodations, the Principal must be notified by the parent or guardian.

### **BOOKS/BACKPACKS/ATHLETIC BAGS**

No backpacks, books, or athletic bags are to be left in the hallway floors. Classroom aisles should be kept free of books, backpacks, or athletic bags. Bags too large to fit in lockers must be placed on shelves located in hallways. Items left in hallway will be charged \$1.00 upon return of these items.

### **SCHOOL-SPONSORED ACTIVITIES**

All plans for activities, fund raisers and fellowship gatherings in the name of the school must be approved by the Home and School, presented to the School Board by the Home and School President, and approved by the principal. Events must be calendared through the church office in order to reserve facilities. Non-calendared events may be subject to relocation and even termination of event. Students organizing events without following procedures will be subject to discipline code.

### **STUDENT GUIDELINES AT SCHOOL ACTIVITIES**

These guidelines must be followed by those in attendance:

1. Students must remain in designated areas during the activity.
2. Students must cooperate and exhibit good behavior.
3. Students must dress appropriately for each function.
4. The sponsoring organization is responsible for clean-up.
5. Sponsors' requests should be adhered to and respected.
6. Students who leave a school activity may not be allowed to return.
7. Follow the Knight LAW at all times.

## **STUDENT GUESTS**

1. One guest may be invited.
2. High school students may only invite other high school students verified with a current valid student identification card and a discipline reference from current principal.
3. Middle school students may only invite other middle school students.
4. Students are responsible for the behavior and dress of their guests while on the SMS campus or at any SMS function.
5. Exceptions may be made for family members.

## **VISITORS**

All visitors to the school must:

1. Sign in at the front office
2. Wear a “Visitor” name tag, clearly visible, at all times.
3. Obey all school rules and guidelines.
4. Dress in a manner consistent with school dress regulations

The school reserves the right to refuse any visitor access to the school.

## **CHALLENGED MATERIAL**

1. File a written complaint
2. Read, view, or listen to the resource in its entirety.
3. Review the complaint filed, the school's selection policy and general acceptance of the resource using authoritative sources and reviews in the discipline
4. If at any time students or parents feel the need to challenge a specific reading requirement or assignment, please follow these guidelines.
5. Form opinions by weighing the faults and values of the material as a whole, rather than upon passages or segments taken out of context.
6. Review the work within the global context of education in the mission of St. Mary's Catholic School.

## **COMPUTER USE GUIDELINES**

St. Mary's Catholic School provides student access to the school's Computer Network, Internet and Intranet (a.k.a. Computer System) for educational purposes only.

## **PURPOSE**

1. The Computer System has been created for an educational purpose. The term “educational purpose” includes classroom, career development and other teacher-monitored activities.
2. St. Mary's Catholic School has the right to place restrictions on the material accessed or posted through the system. Students are expected to follow the policies identified in this student-parent handbook and applicable State and Federal laws.
3. Students are prohibited from using the Computer System:
  - a. As a public access service or public forum.
  - b. For commercial purposes – advertising, providing, or purchasing products or services.
  - c. To participate in non-educational chat rooms, messaging, blogs, political lobbying or social networking.
  - d. For gaming.

## **INTERNET ACCESS**

All students must complete a Computer Use agreement signed by their parents or guardians prior to receiving access. This should be done annually before the end of the first week of school.

## **COMPUTER ACCESS**

Every student grades 8 – 12 is issued a computer network email account and a secure log in for the server. It is the student's responsibility to choose a secure password and to keep the password private. If the student believes their password has been compromised, they need to change it or contact the Technology Coordinator to have their password changed.

## **UNACCEPTABLE USES**

The following are unacceptable uses of the computer system. This list provides only a sampling of possible violations.

### **1. Student Safety:**

a. Posting personal contact information about themselves or other people. Personal contact information includes the student's family address, telephone, school address, work address, etc.

b. Meeting with someone they have met online. Students must promptly disclose to their teacher, or other school employee, any message the student receives that is inappropriate or makes the student feel uncomfortable.

c. Posting “real time” social networking pictures while off campus.

### **2. Illegal Activities:** Students are restricted from the following actions:

a. Attempting to gain unauthorized access to the St. Mary's Catholic School Computer System, or any other computer system through the school Computer System, or go beyond the student's authorized access. This includes attempting to access another person's files, misrepresenting oneself, or modifying or eliminating in any way the school's internet, intranet, or website.

b. Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or other means.

c. Using the Computer System to participate in any other illegal act, i.e. coordinating the sale or purchase of drugs or alcohol, threatening the safety of a person, etc.

### **3. System Security:**

a. Network accounts and passwords are to be used only by the authorized owner of the account for the authorized purpose. Students should never reveal their own passwords or log onto the school system using someone else's identification or password.

b. Students must immediately notify a teacher or the Technology Coordinator if they have identified a possible security problem.

### **4. Inappropriate Language:**

Restrictions against inappropriate language apply to public and private messages, as well as material posted on web pages. Students are restricted from the following behaviors:

a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

b. Personal attacks, including prejudicial or discriminatory attacks.

**5. Cyber bullying:** Harassing another person – persistently acting in a manner that distresses or annoys another person knowingly or recklessly posting false or defamatory information about a person or organization.

Impersonating another person or creating false identities.

### **6. Students are prohibited from the following:**

a. Re-posting a message that was sent to them privately, without permission of the sender.

b. Posting private information about another person.

c. Posting anonymous messages.

d. Posting chain letters or engaging in “spamming”. Spamming is sending an annoying or unnecessary

message to a large number of people.

#### **7. Plagiarism and Copyright:**

- a. Students are prohibited from plagiarizing works that they find on the Computer System. Plagiarism is taking the ideas and/or writings of others and presenting them as one's own.
- b. Students must respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. Students who are unsure about the use of a work should confer with a teacher/administrator.
- c. Students are prohibited from using the school name or school logo in any inappropriate, slanderous or unethical manner.

#### **8. Access to Inappropriate Material**

- a. Students are restricted from using the Computer System to access material that is profane or obscene, i.e. pornography, that which advocates illegal acts, violence or discrimination towards other people.
- b. Students who mistakenly access inappropriate information should immediately tell the student's teacher or other school employee. This will protect students against claims that they have intentionally violated this policy.
- c. Student internet usage is monitored and traceable to the student by their computer network account. Students should never allow anyone to use their account to access computers on the school network. Students are held accountable for all actions conducted using their computer network account.

#### **9. Proxy Servers**

- a. Use of proxy servers to bypass web filtering is prohibited.

#### **10. Students may not tether laptop to phone to bypass web filtering.**

### **COMPUTER SYSTEM MAINTENANCE AND REPAIR**

1. All maintenance of hardware and software of school property from normal use is to be performed/coordinated only by the SMS Technology Coordinator.
2. All repair on machines is the responsibility of the student. Technology coordinator may be contacted, but is not obligated to repair machine. Requests should be made via the web system located at [www.stmaryslgv.com](http://www.stmaryslgv.com) Machines are purchased at the beginning of the school year and may be returned to manufacturer for repair.
3. Unauthorized tampering of hardware/software will be construed as vandalism.
4. Students may be asked to take machines borrowed from the school and damaged due to neglect or misuse to an outside service for repair at their expense.
5. The school is not responsible for machines brought to school under the BYOD policy.

### **CONSEQUENCES OF POLICY VIOLATIONS**

This list indicates some penalties that may be imposed for offenses, but in no way is the list exhaustive of possible punitive action.

- \* Loss of computer privileges at SMS
- \* Parent conferences
- \* Detention
- \* Criminal prosecution
- \* Expulsion

St. Mary's Catholic School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Computer System.

### **LIMITATION OF LIABILITY**

St. Mary's Catholic School expresses no guarantee that the functions or services provided by or through the

Computer System will be flawless. The school will not be responsible for any damages, including but not limited to, loss of data or interruptions of service, the quality of the information obtained through or stored on the system, nor any financial obligations occurring through the unauthorized use of the system.

## **SOCIAL NETWORKING**

Online social networking by teens is a popular activity away from school. Teens and parent(s)/guardian(s) should understand that the personal information they post may interfere with their acceptance to college, application for scholarship, or finding employment. In some cases, photos and comments about inappropriate student behavior off-campus may lead to disciplinary action at school. Parents and guardians are strongly encouraged to monitor all Internet use by their child to be aware of and educate their child about the latest technological dangers, e.g., inappropriate posting, cyberbullying, gaming addictions, Internet addiction, sexting, sexual predators and so forth.

## **SCHOOL SOCIAL NETWORKING POLICY**

St. Mary's Catholic School uses social media to communicate and connect with alumni, parents/guardians, students and the community through various school facilitated Facebook and Twitter accounts about athletics, events, and news. The school has not pursued its use for curricular, classroom or other educational applications.

Students and parents/guardians are encouraged to use other approved methods to communicate classroom matters such as Headmaster, email, phone, school website, or any other school facilitated service or software the school implements in the future rather than the current popular social network or a teacher's personal email, Facebook, Twitter, Instagram, or other social media account.

## **SOCIAL NETWORKING USE AT SCHOOL**

St. Mary's Catholic School realizes the important opportunities that social media has to offer in education and society at large. Through experience, the school has determined social media access during school hours is more of a distraction than an educational opportunity. Therefore, high school students may access social media websites on campus before or after school hours only and middle school students are denied access at all times.

## **ATHLETIC ELIGIBILITY**

Prior to participating in athletics, a student must meet all eligibility requirements, have a current physical, and complete all required forms.

## **LETTER JACKETS**

Sophomores at SMS may purchase a letter jacket with the SMS crest. A student can earn a varsity letter or certificate of participation through involvement in all school-sponsored competitions (fine arts, academic, and athletic). The coach, moderator or sponsor will award those to students who earn them.

Letter jackets for St. Mary's Catholic High School may be independently ordered by students under the direction of the Director of Student Life.

## **LETTERING IN SPORTS:**

## **AWARDS:**

First year letter: patch for letter jacket

Second to Fourth year letter: pin for patch

**Volleyball:** Athletes must be on the varsity team and participate in at least 90 percent of practices and games.

**Soccer:** Athletes must be on the varsity team and participate in at least 90 percent of practices and games.

**Cross Country:** Athletes must compete in the varsity division and place in the top half of the participants in over half of the CC meets for the season or be a member of the team that places in the top 6 teams at the TAPPS state meet.

**Boys and Girls Basketball:** Athletes must be on the varsity team and participate in at least 90 percent of practices and games.

**Boys and Girls Track:** Athletes must place in the top 6 in an event in at least two varsity meets or place in the top 4 at the TAPPS regional meet and advance to the state TAPPS meet.

**Golf:** Athletes must come out in the top ten individuals or if the team comes out in the top six.

**Olympic/NASP Archery:** If an athlete is a senior and has not lettered and participates in at least 90 percent of practices and matches they letter. If they qualify for state (individually or team) they letter or place in the top 20 in half of the matches they letter.

## **SMS EXTRACURRICULAR ACTIVITIES**

### **Purpose and Philosophy of Extracurricular Activities**

Extracurricular activities at St. Mary's Catholic School will provide students an opportunity to gain a greater awareness of himself/herself and his/her potential for Christian growth. A student will learn respect for others through fair and ethically based competition. He/she will learn "good sportsmanship", which requires the development of such qualities as, self-control, self-discipline, respect, cooperation and fairness.

The aim of the extracurricular programs is to give students the opportunity to develop self-expression as well as positive personal qualities such as courage, self-confidence and resourcefulness. In relation to the school community, these programs foster a wholesome school spirit, create an atmosphere of unity and fellowship within the school, and stimulate support for an interest in the entire school program.

These programs are one of the principle means by which St. Mary's Catholic School makes its presence known in the greater community.

### **Transportation for Extracurricular Activities**

All students must use school transportation to and from all extracurricular functions. Students may be released to their parents or guardians from an off-campus school function with the permission of the school supervisor. Students who fail to comply may lose their participation privileges.

### **Chaperones**

Chaperones are necessary for supervising class trips, dances, grade level trips and extracurricular events.

- Chaperones must be adults (age 25 minimally), be approved by the school administrators and be willing to adhere to the school's philosophy and enforce school rules and expectations. All chaperones must minimally have completed the Diocese of Tyler Ethics and Integrity Awareness Training. Not everyone who volunteers to chaperone may be selected.

- Chaperones for dances and trips must follow the written guidelines provided by the moderator; they must also have completed the Diocese of Tyler Ethics and Integrity Basic (3 hour) Training and agreed to the Code of Conduct.
- Chaperones for over-night class trips must have completed the chaperone orientation and the Diocese of Tyler Ethics and Integrity Basic (3 hour) Training prior to the trip.
  1. Parents or guardians interested in participating or chaperoning a trip or activity should contact the sponsor well in advance of the activity to make application.

## **STUDENT SUPPORT SERVICES**

### **Library**

The library is an extension of every classroom. We encourage the use of the library in order to allow the growth of the child's imagination, leading to independent, original thinkers of the future. Students will periodically visit the library to do research work and to check out books during class time. Books are usually checked out for one week, with some exceptions for books that have been placed on special reserve. Fines for overdue books are necessary in order to reinforce responsibility and citizenship. In keeping with the teaching of responsibility, the following rules are to be observed:

2. 1. Borrowed books are to be returned on time and in good condition.
3. 2. The fine is 5 cents per school day per book with no fines charged on weekends or holidays.
4. 3. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have unpaid fines, lost, or damaged books at the end of the year will not receive report cards until their account is cleared.

### **ILLNESS DURING SCHOOL DAY**

If a student becomes ill during the school day, he/she should report to the office. The parent or guardian will be called. Students must follow procedure or face disciplinary action. Parents: If your child calls, emails or texts you during the school day that he/she is ill, please tell him/her to come to the office. After taking temperature and ascertaining the problem, a member of the office staff will call you. Student will not be released until evaluated by a member of the office staff. A student's stay in the clinic is limited. Parents or guardians are responsible for picking up ill students in a timely manner. Students may not attend school when there is a danger of spreading disease. The following guidelines should be observed:

1. Student should be free of fever, free of vomiting, free of diarrhea for twenty-four (24) hours before returning to school.
2. At the discretion of the administration, a child suspected of having a contagious illness may be required to present a doctor's note before returning to school.
3. Students in grades 9 – 12 may be released on their own with parent consent.

### **Sick Bay**

We take every precaution to protect our children from illness and injury. However, we realize that children do become ill, and they do suffer a variety of injuries, in keeping with the nature of being children. A student who is ill or has been injured during the school day is brought to the office. We will make every effort to comfort the child, and assess the illness or injury. If we find it to be warranted, the parent will be notified. School is not the

appropriate place for sick children; should it be necessary to call parents, they are expected to make arrangements to pick up their sick children immediately, in order to protect the remaining children in our care.

## **Health Records/Immunization Policies**

St. Mary's Catholic School will follow guidelines regarding health records and immunization policies as set forth by the Texas Catholic Conference in the most current School Health Manual. The manual is available for viewing in the school office. All updated health and immunization records should be turned in to the school registrar.

## **Medication**

All medication should be given outside of school hours if possible. Three times a day medications should be given before school, after school, and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. All prescription medicine must be in the original container, labeled with a current pharmacy prescription label, and must be prescribed by a doctor or dentist for the current illness or complaint. The pharmacy can supply two labeled bottles for this purpose. All "over the counter," for minor aches and injuries must also be in the original container and be age appropriate in dosage. This includes cough drops. Medications sent in baggies or unlabeled containers will not be administered to students.
2. The parent **MUST** bring all medication to the office and pick up unused medicine. Children should not have any medications in their possession at any time on campus. Any medications left in the office at the end of the year will be destroyed.
3. No medication will be administered without a signed Medication Permit Form (available in the school office).
4. Due to school policy, St. Mary's Catholic School personnel cannot be responsible for receiving medications from one parent/guardian/adult to be picked up by another parent/guardian/adult.

## **School Lunch Rules**

All food and drinks are to be consumed in the Parish Center. It is expected that proper conduct be exercised at all times in the dining area of the Parish Center. Consequences for any student who does not obey rules will follow school disciplinary procedures. The cafeteria rules are:

1. Speak in a soft voice.
2. Observe basic table manners.
3. Listen and show respect for all adults
4. When finished eating, empty your tray in the trash can, properly stack all trays in the window, and clean your own area and other areas as needed.
5. Enter and exit quietly and orderly. Students must have permission to leave the lunch area.
6. Remain properly seated while you eat.

Although the office staff wishes to help parents in any way possible, they are not able to deliver lunches brought to school during the school day. Late lunches should be delivered directly to the dining area of the Parish Center. We appreciate your help and support in this matter.

Lunch boxes and bags left after lunch will be removed from the area, placed in lost and found, and donated to the less fortunate of our community at the end of the school year.

Upper School may have lunch delivered with permission from the school office but may not leave the campus.

## **Snacks**

In keeping with the school's interest in nutrition and health of our children, grades EC - 3 are allowed a morning snack. Snacks for grades EC and K supplied with the semester snack fee. Drinks with snacks are a separate purchase and are charged to the lunch account. Grades 1-3 may purchase a snack and/or drink to be charged to the lunch account, or may bring a snack from home. We encourage healthy, nutritious snacks. Classroom teachers will send home information regarding your child's snack time and procedure. The sale of snacks during school hours is limited to the student's assigned lunch period and snack time. No food or drink is to be consumed in the classrooms.

## **After School Care Program**

We realize that in today's world it is often necessary for parents to work hours other than school hours. For this reason we feel an obligation to provide the best possible care for the children of our community. Certified teachers coordinate and direct our After School Care Program, which is open on the days that school is in session. Opportunities for supervised homework, socialization, and structured and unstructured play are offered on a daily basis.

After School Care is available for grades EC-8 from 3:30 - 6:00PM. More information and registration forms for this service are available at the office. The After School Care emergency contact number is 903/331-9933. A late penalty of \$3.00 per minute per child will be incurred for all students not picked up by 6:00PM. This penalty is due to the After School Care attendants.

We have a moral responsibility to care for our children, and to monitor the dismissal so that all students are accounted for and are seen to be safely turned back to the care of parents or guardians. For this reason, any students, including middle school students, not picked up within fifteen minutes following the final bell will be sent to After School Care, and a charge will be incurred.

## **Concerns**

In keeping with the Church's principle of subsidiarity, problems should be solved at the most direct level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's superior.

Matthew 18:15-17 - "If your brother sins (against you), go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that, every fact may be established on the testimony of two or three witnesses." If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector."

**Protocol** - If a parent has a complaint about a teacher or staff member, it seems only just that the parent discuss the difficulty with the teacher or staff member first. Procedurally, parents must go to the principal, before the superintendent or pastor.

The following is the protocol for discussing your child's progress academically or behaviorally:

1. Listen to your child.
2. Contact the homeroom teacher for more information.
3. Parents and teachers jointly develop strategies to encourage success for the child.

### **IF additional input warranted**

Conference with teacher, principal, and pastor to address student needs.

### **Dismissal**

Changes in procedures for drop-off in the morning and dismissal in the afternoon will be implemented as the need arises, such as growth in the student body. Parents must park in one of the school parking spaces to pick up their child(ren).

#### **Current procedure is:**

EC (at noon): Young children leaving at noon should be picked up at the front door to the school by someone on the list of approved people submitted by the child's family.

EC through GRADE 5 (at 3:30PM): Teachers escort their class across the crosswalk to the grass esplanade in front of the main school building for parents/guardians to pick up.

After School Care: Young children (EC through 3rd Grade) staying after school are escorted by a staff member to the Parish Center Fellowship Hall to be received by a member of the After School Care Staff. Older students (grades 4-8) staying after school are to report immediately to the same area when released at 3:30 PM. Be prompt in picking up your children. If your child is not picked up by 3:45 PM, he/she will be sent to the After School Care Program, and a charge will be incurred. We are all morally responsible for protecting those who are unable to protect themselves. For this reason we are unable to allow students to remain in the parking lot without supervision.

***\*PLEASE — DO NOT PARK IN THE FIRE LANE.\****

#### ***DISMISSAL - RAINY DAY PICK-UP DIRECTIONS***

On rainy days, St. Mary's Catholic School will have a special student pick-up procedure. All students will be sent by covered walkways to the Parish Center at 3:25PM. Students will be grouped by family or with other children they are riding with that day. See map for parking instructions. The new pick-up procedure for inclement days will be as follows with two options:

- All vehicles will enter the parking lot at either Ridgewood entrance. All vehicles will park in the church parking lot.
- Students in grades 5 – 12 may walk to your car or you may come to the Parish Center to pick them up.
- Students in EC – 4 must be picked up in the Parish Center.

### **Drug-Free School Zone/Gun-Free School Zone**

On November 29, 1990, the President signed the Crime Control Act of 1990. Included in this comprehensive legislation is the "Gun-Free School Zones Act of 1990." This law makes it a Federal offense for a private individual to knowingly possess a firearm in a school zone. The term "school zone" means the grounds of a public, parochial, or private school, or within 1,000 feet from such grounds. A violation of this statute subjects one to imprisonment of up to five years (which must run consecutively to any other violation of law), a fine up to \$250,000, or both imprisonment and fine.

Additionally, the Crime Control Act of 1990 instituted amendments to supplement the Drug-Free Schools and Communities amongst young people. Congress has enacted legislation making it a Federal offense to possess controlled substances with the intent to distribute them on school property. Severe penalties of imprisonment and fines are applicable to such offenses.

Anyone violating the provisions of the Gun-Free School Zones Act or the Drug-Free School Zones Act or the Drug-Free Schools and Communities Act will be investigated by the appropriate Federal agency and prosecuted by the United States Attorney's Office in the Federal court.

## **Emergency Procedures**

As adults, it is our responsibility to do our best to protect our children from harm. One way we do this is by conducting safety drills periodically. In light of our current world situation, we have a comprehensive emergency plan, covering a number of possible situations which may be drilled, in addition to fire and tornado drills.

In the classroom, following a drill and at other appropriate times, the teacher or adult in charge will review the performance of the class and explain the purpose of the drills, emphasizing the importance of following the safety procedures, and stressing the need to follow teacher instructions carefully and quickly.

Fire Drills are conducted periodically at different times during the day so that students and teachers will be adequately prepared if a need for evacuation occurs. This allows for students and teachers to be aware of procedures in any building or area of the campus.

Disaster (tornado) drills are held periodically with simulated conditions resembling a realistic situation. If we must implement this procedure, please remember that the school building is one of the safest places for our students. The students' safety is our primary concern in these situations. Appropriate inclement weather education and information is shared with students of all ages, in order to alleviate any unreasonable fears; however, it is necessary for students to have an age-appropriate view of the dangers involved in a bad-weather situation.

## **EVACUATION\*\*\***

### **CODE RED:**

FIRE: 3 bells or fire alarm, march out of the building  
RETURN: 2 bells, march back into the building  
HALT: 1 bell, stop at attention – don't move

### **CODE YELLOW:**

DANGER/DISASTER 5 bells or announcement to go to assigned area

### **CODE BLUE:**

DANGER/INTRUDER Safety team alert lock-down procedures

*\*\*\*Teacher/supervising adult instructions always take precedence over bells.*

## **SCHOOL RELATED ORGANIZATIONS**

### **Alumni Association**

St. Mary's Catholic School is in the process of developing an Alumni Association. Information on past students

may be mailed to [school@stmaryslgv.com](mailto:school@stmaryslgv.com) or left at the school or church offices. Please label this information to the attention of the Alumni Association Director.

### **Home and School Association**

St. Mary's Home and School Association provides opportunities for parents and teachers to meet and work together for the betterment of the students and school. All parents are encouraged to participate in this active organization. Besides sponsoring fun projects for the children, this organization does fundraising and helps with volunteers, as well as focusing on the primary purpose of the organization: communication between the school and families.

### **Advisory Council**

Community leaders involved with the education and moral development of the students are members of this board. A ten-member board serves as a policy making and finance guiding body. The school board also assists the Principal whenever necessary. Board meetings are held monthly, with parents invited to attend non-executive sessions of the meeting. Any parent or student, with advance permission and approval of the school board president, may present an issue to the school board. Further information may be found in the Constitution and by-laws, available for review at the school office. Persons wishing to apply for a position on the school board should contact the school office for information.

### **Longview Catholic School Endowment Fund**

The Longview Catholic School Endowment Fund was established in 1989 as an independent charitable corporation, to help provide for the needs of St. Mary's School not covered in the School's annual operating budget. All contributions received by the Endowment Fund are placed in a permanent fund from which only the interest is drawn to help provide continued quality education for students at St. Mary's School. The Cornerstone Project, an appropriately-named fundraising project, provided a foundation for the Endowment Fund.

Donations to the Endowment Fund can be made in cash or property. The Endowment Fund can also be named as a beneficiary under a will or insurance policy. All contributions to the Endowment Fund are tax deductible. With a donation of \$25,000 or more, a permanent scholarship will be established in the name of an individual or business. Contributions may be made at the school office, or mailed to Longview Catholic School Endowment Fund, P.O. Box 4032, Longview, Texas 75606.

If you have questions regarding the Endowment Fund, please do not hesitate to contact St. Mary's School Office at (903) 753-1657 for a list of current Trustees for the Endowment Fund. For more information on any aspect of the Fund, contact Vince Dulweber at [dulweber@aol.com](mailto:dulweber@aol.com).

### **PUBLIC NOTICE**

**SUBJECT: ASBESTOS MANAGEMENT**

St. Mary's Catholic School maintains a complete Asbestos Management Plan for each facility. The Management Plans have been developed and are maintained in accordance with the EPA's Asbestos Hazard Emergency Response Act, (AHERA). In accordance with the AHERA standards, periodic surveillance is conducted every 6 months. Every three (3) years a re-inspection of our facilities is performed by an Accredited Asbestos Inspector. In addition to the re-inspection, a review of our Management Plan is performed by an EPA Management Planner.

Copies of the re-inspection report and management plan update are available for inspection at the Principal's office during business hours.

## **Grievance Procedure for Students and Parents**

### **DIOCESE OF TYLER CATHOLIC SCHOOLS GRIEVANCE PROCESS**

#### **PURPOSE**

A "grievance" is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local or Diocesan level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

#### **NONDISCRIMINATION**

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

#### **LOCAL RECONCILIATION**

Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority.

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

- Any individual having a grievance shall first discuss the same with the immediate authoritative person.
- If the immediate authoritative person is not the principal, the grievant must meet with the principal before the grievance is brought to the next level.
- If a satisfactory decision is not reached, or if the principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

#### **LEVEL ONE – SUPERINTENDENT**

If a satisfactory solution was not reached during Local Reconciliation, the following procedure is to be used:

\*The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant's last meeting with the principal.

\*The Superintendent will arrange a meeting within five (5) business days following receipt of the

written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.

\*If a satisfactory solution was not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.

\*Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant.

\*The principal will be instructed to give the Superintendent all documentation relating to the matter.

\*The grievant will have the opportunity to explain, defend, or refute the documentation presented by the principal.

\*The Superintendent will review all the information presented and notify both parties of the decision with ten (10) business days of the appeal hearing.

## **LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD**

If a satisfactory decision was not reached at Level One, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop's Curia, one will be a teacher (from another school system in the diocese) and one will be a principal (from another school system in the diocese). The chairperson will be the Curia representative.

\*The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.

\*The notice of appeal is sent in writing to the Superintendent.

\*The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.

\*The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.

\*The principal will be notified at least ten (10) days before the scheduled hearing.

\*Both parties will be heard on the same day, but at separate times.

\*The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.

\*At the hearing, each party will have a maximum of one (1) hour to present their position to the board.

\*The principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.

\*The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.

\*The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.

\*The Diocesan Schools Appeals Board will deliberate in private.

\*The decision will be the result of a simple majority vote.

\*The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the principal within five (5) business days from the date the hearing was held.

Approved by the Diocesan School Advisory Council on May 23, 2005

Date Ratified: June 21, 2005

By: The Most Reverend Alvaro Corrada, S.J.  
Apostolic Administrator of the Diocese of Tyler